

30 JUNE 2022

**ATTY. RYSAN C. GUINOCOR**

Chief Legal Officer

OFFICE OF THE CHIEF LEGAL OFFICER

Visayas State University

Visca, Baybay City, Leyte

**RE: APPLICATION LETTER FOR THE POSITION OF ATTORNEY IV**

Dear Atty. Guinocor,

Greeting of peace!

This letter is to express my interest and desire to apply for the position of Attorney IV at Visayas State University. I am a permanent resident of A. Bonifacio St., Baybay City, Leyte but I'm presently residing in Cebu City. I previously worked at the Securities Exchange Commission – Cebu Extension Office for 5 years, at a law office and is currently working as a Court Decongestion Officer at RTC Br 85 – Mandaue City.

I'm a graduate of Bachelor of Laws from the University of San Jose-Recoletos and recently passed the 20/21 Bar Examination. Attached is my Curriculum Vitae for your reference.

I'm a person who is very willing to learn and to adapt to changes. I'm well-spoken, personable and willing to serve the public with utmost confidence and integrity. If accepted, I'm willing to be trained to further improve, acquire and develop new skills that I will need in order to be effective in the job given.

I hope you will consider my application and curriculum vitae favorably and consider me for the position. I look forward to hearing from you. I can be reached anytime by my email [careyssa01@gmail.com](mailto:careyssa01@gmail.com) or my contact number 09458209704.

Thank you so much for your time. God bless and more powers!

Respectfully yours,



**ATTY. CAREYSSA MAE I. IPIL, JD, CB**