

November 24, 2023

Honey sofia V. Colis
Director, HRMO
VSU, Baybay city
L-16

Dear Ms. Colis,

Greetings.

By means of this letter, I would like to express my interest in filling in the position of Administrative Aide VI (clerk III) in your university. I have completed Bachelor of Science in Business Administration major in Financial Management with an Academic Excellence Award with a financial support of LGU Ormoc scholarship.

The background of the university has positively intrigued me. I am willing to put the knowledge I've gained from working as a Bank Teller, Project Coordinator, and Human Resource support staff to use for the benefit of the university. My long standing-interest in the subject and my diverse background make me the best contender for this career.

Request for any further details / references will be honored. I look forward for further discussions and thank you very much for your time.

Respectfully yours,


Regine Soñen