

April 28, 2023

Honey Sofia V. Colis
OIC – DIRECTOR, ODHRM
Visayas State University
Visca, Baybay Leyte


Dear Honey Sofia V. Colis,
Good day!

I am **Maribel L. Caballero** applying for any position that qualifies my skill in your vacant position.

I am very much eager to do my job and not to waste this opportunity. My personal qualities revealed teamwork, hardworking, and passion to do tasks. I look forward to the opportunity of meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience. I can be reached anytime at 09465293071

Thank you for the time and consideration. Again, I look forward to speak with you about this employment opportunity.

Sincerely yours,


MARIBEL L. CABALLERO