

February 20, 2024

Dr. Julius V. Abella
Head, UDRRMSSO
Visayas State University
Visca, Baybay City, Leyte

Sir:

I would like to apply for the job vacancy which commensurate with my attainment.

I am currently working in this Institution particularly in the Office of the University Registrar for four years and in a Cooperative for the past sixteen years. I hope my experience qualifies you for the position your office needs.

I am positive this letter would result in an interview with your office anytime for your convenience. Please call me at 09614642425. I look forward to hearing from you and considering my application.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Jenny Mates Cosi', is written over the printed name.

Jenny Mates Cosi