

Apartment 24, Kilbourne St.
VSU Campus, Baybay City Leyte

January 15, 2024

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dear Ms. Colis:

I would like to take this opportunity to inform my desire and submit my documents for your review and consideration as an applicant for the existing vacancy for Supervising Administrative Officer in our University.

I am a Master of Science in Agricultural Engineering graduate and seeking the opportunity to implement and apply my knowledge and skills and to make contribution to the improvement of our beloved university.

I am currently the TVET Program coordinator of the university with an Engr. II position. I taught major subject in BSABE degree program in the university. I also handle thesis advising for me to mentor future Agricultural and Biosystems Engineer. Although I have no direct experience in management on administrative services, I believe I possess the necessary skills and abilities you are seeking. I am willing to learn, be trained and committed to ongoing learning and development. If given the opportunity, I will conduct myself with honesty and truthfulness to do all tasks assigned to me ensuring to get the job done accurately and efficiently.

I am looking forward to be interviewed about this employment opportunity. Thank you very much for your positive response. God bless us all.

Respectfully,



NILO L. LEORNA