

CLENT ARGIE AMPADO

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12 August 2024

HONEY SOFIA V. COLIS

Director, HRMO

Visayas State University

Visca, Baybay City, Leyte – 6521

Dear Dr. Colis,

I hope you are doing well.

As a fresh graduate, I still do not have any training certificate related to the position. However, if given a chance to be hired, I am willing to undergo trainings relevant to the position to improve my skills.

I am hoping for your kind consideration. Thank you so much.

Sincerely,

Clent Argie Ampado