

May 3, 2024

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear Mayor:

Greetings!

I am writing to express my interest in applying for ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT) in your good office. I have been an employee in the Municipality of Malitbog for more than 5 years and currently working as an Assistant Bookkeeper under contract of services at Philippine Carabao Center @ Visayas State University for a year up to present.

I completed my degree in Bachelor of Science in Agribusiness at the Visayas State University, ViSCA, Baybay City, Leyte. I believe that my education and experience have given me significant training and know-how to provide you with exceptional service. I am eager to constantly learn and would long for the opportunity to help you succeed in the organization's vision.

I have attached my resume to give you additional information about my education and work experience. You can reach me anytime at this number, 0931-152-7177 / 0916-346-8775.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely yours,

VIRLY MAE M. VAÑO