

January 11, 2023

HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ms. Colis,

Greetings!

I am writing to apply for the Administrative Assistant II position advertised. As requested, I enclosed my curriculum vitae together with my eligibility for your perusal.

The role is very appealing to me, and I believe that my strong technical experience and education make me a highly competitive candidate for this position.

I had my BS degree in Economics in Visayas State University (VSU) and still working on my Masters on Public Administration in Cebu Normal University. I have approximately 7 years working on sales and customer service. As of the moment I am working as Customer Feedback Analyst in VSU as anchored in ISO 9001: 2015 QMS.

I can be reached anytime via cell phone, 09150689270 or by email at [phaj\\_joe@yahoo.com](mailto:phaj_joe@yahoo.com).

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Poca Joe Didal', written over a rectangular box.

Poca Joe Didal