

MANOLO B. LORETO JR.
Dean
Office of the Dean of Students
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Greetings!

I am writing this letter to express my intent to apply as Guidance Counselor III, or any position that would fit my qualification in your organization.

I am confident that I have enough experience and knowledge to work in your organization. I have been in the field of Human Resources for more than three years already with various nature of business, being in a BPO and in a school thereafter. It has also been my greatest goal to belong to a prestigious company such as Visayas State University

I am available anytime to undergo the application process. You may reach me at 09156953394.

I am hoping to hear from you soon. Thank you!

Respectfully,

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line and a vertical line crossing it.

ARIEL S. MEDALLA
Applicant