

May 30, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Ma'am:

Good day!

I came to know of a job position in your good office as a Registrar IV. Consider this as my interest in applying for the said position.

I am **LEA ANN M. VERECIO**, 33 years old, and presently residing at Bgy Opong Tolosa, Leyte. A graduate of Bachelor of Science in Information Technology at Eastern Visayas State University – Tanauan Campus – Tanauan, Leyte on March 26, 2015.

I am currently employed as an Office Clerk at Divine Word Hospital. The attached Curriculum Vitae will give you a better view of my qualifications. If given the opportunity to work with you, you can count on my dedication, dependability and willingness to learn.

I am willing to come for an interview at a time most convenient to you. You can reach me via my cellphone number – 09501800935.

Thank you very much and I am in anticipation of your positive response.

Very respectfully yours,

LEA ANN M. VERECIO

Applicant