

ARVIC B. ARTIGAS



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Brgy. Cantuhaon,
Palompon, Leyte 6538

December 6, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

MA'AM:

Good day!

This letter is in response to your **Administrative Officer I (Cashier I)** to be assigned at **Cash Office** job vacancy publication.

I am a degree holder of Bachelor of Science in Agribusiness. I'm computer literate. I have a good communication and interpersonal skills. I am a goal-oriented person. I have recently passed the **Career Service Examination Professional Level** last March 3, 2024 that makes me an ideal employee in your institution.

I would feel privileged to be a part of your organization and would welcome the opportunity to discuss how my knowledge and skills would best suit the needs of your organization. Please feel free to contact me in these mobile numbers **0916-945-8198 / 0920-485-3956** or in this email arvicartigas@yahoo.com. I'll look forward to hear from you at the earliest convenience.

Thank you and God bless.

Sincerely,

ARVIC B. ARTIGAS
Applicant