

May 8, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Re: Application for Attorney IV (VSU MAIN)

Madame:

I am writing to express my strong interest and enthusiasm in applying for the Attorney IV position under the Visayas State University Main – Legal office. Along with my strong passion, I hope to bring my dedication and knowledge that would benefit the organization.

I am a graduate from Western Leyte College School of Law and a current faculty member of the same department. I took the February 2022 Bar Examinations and passed it on April of the same year. I was admitted to the Bar in May 2022. While pursuing my Juris Doctor degree, I worked for the Local Government Unit of Ormoc City for more than three (3) years. Right after taking the Bar Exam, I joined Larrazabal Business Law Solutions as an under bar associate and thereafter, as an associate lawyer.

I am confident with my acquired legal skills and knowledge that I can sufficiently meet the rigors of the position. I am proficient in legal writing such as contract drafting and review, case analysis, civil, criminal and administrative law matters.

I am very passionate about what I do and can execute tasks from conception to completion meticulously yet efficiently. I take instructions well and I am also capable of working independently. I believe that applying for this position will press me to add breadth and depth to my expertise on different developments in the field of law. Attached with this letter are my pertinent requirements.

I am confident that I will be an asset to the organization and would like to have the opportunity to discuss my skills, education and experience with you at your most convenient time. You can contact me on the mobile number or the email address mentioned below.

Thank you and I look forward to hearing from you soon.

Very truly yours,



ATTY. NIKKI TABUCANON SIA

Applicant

nikkitabucanonsia@gmail.com

+63 949 889 1991