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TO:

Honey Sofia V. Colis  
Director, HRMO  
Visayas State University

DEAR MS. HONEY SOFIA COLIS,

Greetings! The VSU Jobs website (VSU HRIS) and my colleagues in the university informed me about the respective vacant position in your department. The said availability of the job motivates me to apply for that particular position.

I am a Visayas State University graduate student taking up a Bachelor of Science in Agribusiness. The course that I'm taking up has a management-related subjects which are relevant to the particular field of work that I'm applying for. As a VSU graduate, I can withstand and I'll do my very best for that position and perhaps will nurture me as an individual to gain expertise & knowledge for the given job.

I had experiences in a working environment whether government or private sector. One of which is when I was a crew at Jollibee & Mang Inasal and accumulate a total of 6 months in this field of work. I also worked in Commission on Audit – at VSU as a clerk/utility for almost a year and quit the job afterward to pursue & finished my college degree at VSU. I was also working at Registrar's Office as an encoder for the enrolment of students in the university when I was a former computer science student. I'm also a working student & engage in Student Assistance from USSO in the university and worked at NARC-VSU & COA-VSU. And finally, my recent job was when I worked at Pryce Gases Incorporated for 2 years as an Assistant Warehouse In-charge under the Accounting/Finance dept.

I am certainly appropriate for the position in the department with the working experiences I have gained through the years. I will do my very best to become an effective employee in your respective department and the university.

Sincerely,