

Purok Tulingan, Rizal,  
Macrohon, Southern Leyte  
August 11, 2021

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

MADAM:

Hello and good day!

I am writing to express my interest for the position of Administrative Officer V. I am a graduate of B.S. Computer Engineering major in Networking at the University of San Carlos last March 2010. I finished my Master's in Public Administration Major in Administration and Supervision at the Cebu Technological University last November 2017. Also, I had my Diploma in Professional Education at the same school. I am a licensed Real Estate Appraiser, Real Estate Broker and Licensed Professional Teacher. I'm a passer of both BCLTE and ICLTE exams (DOF SEAL Program).

The skills I have developed from my relative work experiences and academic background will greatly support for my candidacy. I have worked hard to develop professionally while continuing to grow and learn. I strongly believe that I possess the necessary knowledge and skills your office is looking for and that would make me a valuable asset to the organization.

Please see my resume and credentials for additional information on my experiences. I look forward on discussing this opportunity further and introducing myself in person and I can be reached through this number (+63) 9157832844.

Thank you very much for you time and consideration.

Sincerely yours,

Leonel T. Deligero