

15 February 2024

**TONI MARC L. DARGANTES**  
**Head, Planning Office**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

**Dear Mr. Dargantes,**

I am writing this letter to apply for the position of Planning Officer 1 at Planning Office Visayas State University.

I graduated Bachelor of Secondary Education Major in Mathematics from Visayas State University, Visca Baybay City, Leyte. I am currently employed as Administrative Aide III at Planning Office.

I firmly believe that the skills and experiences that I have gained make me an ideal candidate for Planning Officer I.

Please review my resume for an in-depth view of my work experience and let me know if you need any additional idea. I will furnish it at the earliest.

Thank you for consider my candidature. I hope to hear from you soon.

Respectfully,

A handwritten signature in black ink, appearing to read 'Roslyn', with a stylized flourish at the end.

ROSLYN T. SOLANO