

January 26, 2024

Honey Sofia V. Colis

Director, HRMO

Visayas State University

VSU, Baybay City, Leyte, Philippines

Good day!

I am Preacher John B. Cotoner, a graduate of Bachelor of Culture and Arts Education at Visayas State University.

I have heard that Visayas State University Printing Press is accepting for employees. I would like to apply as an Administrative Aide IV (Printing Machine Operator I) in order to enhance and develop my skills, as well as contribute to the progress of the school. I believe that the abilities and experience that I will acquire on the specific job I am applying for will be a big help to me specifically on my endeavor, and for the progress of the school.

Should my qualification merit your interest, I am willing to attend for a scheduled interview at your utmost convenient time. You may contact me through my email at preacherjohncotoner@gmail.com or through this number 09632673780.

Thank you for any consideration that you may give to this letter of application.

Respectfully yours,

PREACHER JOHN B. COTONER

Applicant