

February 7, 2023

**HONEY SOFIA V. COLIS**

OIC Director  
Office of the Director for Human Resource Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing this letter to your respective office to express my sincere desire to apply on your office. I am Karlo Ray P. Jasme, 30 years old and a graduate of Bachelor of Science in Business Administration major in Financial Management.

I was a clerk on the Department of Biological Sciences before I started to pursue my studies again. I would like to be part of the university again if given the chance. I trust my ability and skills to be fit on the job.

I had attach my Personal Data Sheet hoping for your consideration.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'Karlo Ray P. Jasme', written over a horizontal line.

Karlo Ray P. Jasme