

June 15, 2023

Honey Sofia V. Colis

Director, HRMO

VSU, Baybay City, Leyte

Dear Ms. Colis ,

Greetings!

By means of this letter, I would like to express my interest in filling in the position of Administrative Officer II to be assigned in Accounting Office. I have completed Bachelor of Science in Business Administration major in Financial Management at Western Leyte College of Ormoc, Inc. with an Academic Excellence Award with the help of Local Government Unit of Ormoc Scholarship.

I would describe myself as someone who is competent and hardworking. Combined with my experience, I believe that I can make a valuable contribution to your organization.

I would like to further explain my motivation to work, you can reach me either by phone via 09922785960 or by email via sabanateregine0@gmail.com.

Thank you for your consideration. I look forward to hearing from you. God bless.

Sincerely,

Regine Pleños

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