

February 5, 2025

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Madam,

Greetings!

It is with great interest that I am forwarding my CV/Resume for your consideration.

My record of academic achievements and works history, demonstrates attributes that make me a valuable employee.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your organization.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

I look forward to speaking with you soon.

Sincerely,

RODERICK M. UNA JAN

Brgy. Kilim, Baybay City, Leyte

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