

January 17, 2025

**TO: HONEY SOFIA V. COLIS**  
Director, HRMO

Thru: **DR. MARIA JULIET C. CINEZA**  
Head, Department of Pest Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Ma'am Colis**:

I am writing to express my enthusiasm for the Associate Professor V position posted in VSU HRIS. I am qualified to apply based on the minimum qualifications listed, so this application was submitted. For your consideration, I have attached my requirements to this application. If my attachment merits your consideration for this position, I would be delighted to discuss and go over this in greater detail with you.

If you have any questions or need additional information, please do not hesitate to contact me using the information provided in my resume.

Thank you for your time, and I hope you will consider my application.

Respectfully yours,

  
JOFIL A. MATI-OM