

April 17, 2023

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM VSU,

Baybay City, Leyte

Dear Ma'am;

A blessed day!

I am writing this letter with the intent of being part of your institution. It will be my pleasure to be part of the team as an Administrative Officer. I may be a registered nurse, but I am also capable of doing administrative works, hence, also part of my job during my stay in the Department of Health. I am open to new ideas, a team player, highly motivated individual and works with integrity.

I hope that my application will be considered and will be given a chance for me to be able to share all the knowledge and experiences I have learned for the past years.

I would appreciate your time to take a look at my resume. Furthermore, attached here are documents that supports my educational background information. It includes my educational attainment, trainings and seminars I have attended and the previous employments I have been in to. It will also be my privilege to receive a response regarding my application.

Thank you and to God be the glory!

Respectfully yours,



GENEVIVE B. ESMENO, RN

Applicant