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May 20, 2022,

Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Madam,

I am sincerely interested to apply for the position of School Credits Evaluator (Item No. SCE-1-1998) at Visayas State University Main Campus. I have attached herein my resume and other documents to prove my qualifications, and as for your reference.

I am a person who values work ethics and quickly adapts to the working environment. Likewise, I am eager to contribute my knowledge and skills, and be a part of this institution.

Should you have any questions regarding my qualifications, I am willing to provide answers and appear in an interview at your most convenient time.

Thank you and God bless.

Respectfully yours,

KATRINA APRIL S. SANTOS
Applicant