

December 16, 2023

HONEYSOFIAV.COLIS

Director,HRMO

VSU,BaybayCity,Leyte

Dear Madam

I am informed that you need an Administrative Assistant II (Human Resource Management Assistant). In line with this, I am Sweetlyn T.Caintic, and I would like to apply for the job.

I am Sweetlyn T. Caintic, 25 years of age, single and a graduate of Bachelor of Elementary Education in Visayas StateUniversity, a License Professional Teacher. I am diligent, honest, hardworking and most of all trustworthy and I practiced the values of excellence, integrity and as well as accountability in my every work and in my profession. To further know about me, I have attached my Personal Data Sheet (PDS) and all other necessary documents you may require.

I would very much like to discuss matters with you. I am available for an interview with you at your most convenient time. For any queries, you can call me the number written on my Personal Data Sheet.

Thank you very much for taking time to read my Personal Data Sheet and I am really looking forward to seeing you in the interview. Again, thank you very much and Mabuhay!

Respectfully Yours,

SweetlynT.Caintic

Applicant