

November 16, 2023

**Honey Sofia V. Colis**

**Director - HRMO**

**VSU Baybay City Leyte**

**jobs.vsu.edu.ph**

Dear Ma'am

I am Daryl H. Omega, 23-year-old bona fide resident from San Isidro Baybay City, Leyte. I would like to apply for a job as an Administrative Aide I (Utility Worker) Job Code TOJVAZ at University Learning Common (Library).

I graduated Bachelor of Science in Agribusiness at Visayas State University with Latin Honor CUM LAUDE. As a graduate in Agribusiness, I have an understanding of sales, marketing, accounting and I know the right skills required to be one. Furthermore, I believe that my perseverance, hardworking, and adaptability will be utilize and assist to your team.

I also have good command of communication and I possess effective MS Office skills which are also important for the profile. I can work on spreadsheets, prepare power point presentations, and use email applications. All this has been a part of our curriculum.

I am certain that I fulfill those requirements. I have submitted my resume for your review and look forward to speaking with you soon regarding your requirements for the position.

If you give me a chance to work, I will surely prove myself an excellent asset. Thank you!

Sincerely,

**DARYL H. OMEGA**

Applicant

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