

December 17, 2023

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City

Leyte

Dear Ms. Colis,

Greetings!

By means of this letter, I would like to express my interest in filling in the position of Administrative Aide I(Clerk III) in your university. I have completed Bachelor of Science in Business Administration major in Financial Management at Western Leyte College of Ormoc,Inc. with an Academic Excellence Award with the help of Local Government Unit of Ormoc Scholarship. My long standing-interest in the subject and my diverse background make me the best contender for this career.

I am willing to apply my experience and skills for the goodness and for the benefits of the company. The field might be the perfect setting for me to refine my skills and strive to be the best.

I have enclosed my resume with this letter providing a brief personal background of myself. Request for any further details or references will be honored. I look forward for further discussion and thank you very much for your time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Regine Pleños', with a large, stylized flourish above the name.

Regine Pleños