

May 9, 2023

HONEY SOFIA V. COLIS

Director
Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Maam;

I am writing this letter to express my gratitude and interest in working to your department. I have completed me Bachelor of Science in Agricultural Development major in Extension at Visayas State University year 2007.

I am working at Visayas State University ILFMU department as Utility and Messenger (Job Order) on January 2015 to September 2018, and became Clerk, dDRC and Messenger (Job Order) at the ICTMC department on September 2018 until today.

I feel confident that my experiences and skills would enable me to ramp up quickly in this position.

Sincerely,



Marco L. Cabras
Applicant