

May 10, 2023

Honey Sofia V. Colis
Director, HRMO
VSU, Baybay City, Leyte

Dear Mr. Colis,

Greetings!

By means of this letter, I would like to express my interest in filling in the position of Administrative Aide III (Clerk I). I have completed my degree in Business Administration major in Financial Management with an academic Award.

I would describe myself as someone who is competent and hardworking. Combined with my experience and skills, I believe that I can make a valuable contribution to your company.

I would like to further discuss my motivation to work during personal meeting, you can reach me via phone 09922785960 or by email via rabanateregine0@gmail.com.

Thank you for your consideration. I look forward to hearing from you. God bless.

Sincerely,


Regine D. Rabanal