

January 16, 2023

HONEY SOFIA V. COLIS
Director, ODHRM
Visayas State University
Visca, Baybay City

Dear Director Colis,

Good Day!

I am sending this letter to express my interest for the position of Administrative Aide III my knowledge and skills will be improved and gain experiences on this institution. I graduated Bachelor in Science in Agriculture major in Animal Science at Visayas State University last August 2022.

I am looking for opportunity to work in your institution. I can assure you that I will work very hard to learn everything that I should to help improve myself and the institution.

You will find me diligent and I am also a team player. I am very eager to learn new things and work harder, I believe working in your institution will give me opportunities to broaden my skills and knowledge.

I have also my credentials for you to know me better. I can also be reached anytime through this contact **09612402022** or via email at **loretoliocris5@gmail.com**. I am hoping that you'll consider my application.

Respectfully yours,

LIO CRIS I. LORETO
Applicant