

Trence Valiant C. Piñon
Poblacion Zone 23,ESQUINA STREET
Baybay City,Leyte 6521

February 04 2023

VISAYAS STATE UNIVERSITY
Baybay City,Leyte Philippines

Dear Sir/Madame,

The purpose of this letter is to introduce myself and express my interest in applying for any position available at your office. My professional goal is to utilize my skill and knowledge to contribute it in serving this humble city. I graduated my college degree of Bachelor of Science in Secondary Education major in Filipino in Franciscan College of the Immaculate Conception. I have a work experience in the Local Government Unit in Inopacan,Leyte as a Job Order Employee for 2 years. I was assigned in the office of the Municipal Assessor as Administrative Aide.

In pursuit of further career prospect and to widen the horizon of my experience, I am exploring possibilities of a challenging assignment in any departments available. I have developed communication skills with commitment and loyalty can work under pressure and consider myself to be honest, self-motivated, and quite adaptable with the ability to learn quickly.

If you consider my application suitable, I would be most happy at your earliest time to discuss the vacancy.

Thank you so much and I look forward to hearing from you soon.

Sincerely,

TRENCE VALIANT C. PIÑON

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