

June 10, 2024

To: **Ms. HONEY SOFIA V. COLIS**
Director, HRMO
Visayas State University
Visca Baybay City, Leyte

Dear Ma'am,

Good day!

I am writing to express my interest in administrative position in your office that was posted at VSU website. As you will note in my curriculum vitae, I have gained valuable knowledge and skills through the education that I have completed. In addition, I have also taken several online certificates to enhance my skills and stay current with industry trends.

I am confident that my skills, knowledge, and desire to grow professionally would make me a valuable asset to your team. I look forward for a positive response and to learn more about the opportunity to work to a team of professionals.

Thank you for considering my application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'cjsahob', is positioned above the printed name.

CRYSTEL JEAN S. ACAMPADO