

April 20, 2023

Honey Sofia V. Colis
Director, HRMO
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

Greetings!

By means of this letter, I would like to express my interest in filling the position of Administrative Aide IV (Clerk II) with a salary grade 4 (P15,586.00) to be assign in VSU main. I have completed my degree, Bachelor of Science in Business Administration major in Financial Management with an Academic Excellence Award with the help of LGU Ormoc Scholarship.

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

I would like to further explain my motivation to work in personal meeting, you can reach me either by phone via 09982785940 or via email sakanateregine0@gmail.com

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

Sincerely,


Regine S. Plenos