

28 November 2023

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: Ms. Honey Sofia V. Colis
Director, Human Resource Management Office

Dear ***Ms. Colis,***

Good day!

I am writing to express my interest in a position in Visayas State University. I am confident in my ability to contribute effectively to your team. I am particularly drawn to VSU's commitment to quality and innovation. I am enthusiastic about the opportunity to bring my expertise and dedication to your esteemed team and contribute to the goals and initiatives of the institution.

Thank you for considering my application. I am excited about the possibility of contributing to the University and am looking forward to the opportunity to further discuss how my skills can benefit your team.

Please feel free to contact me at ***09125053011*** or via email at ***arianne.caintic@vsu.edu.ph***.

Warm regards,

ARIANNE J. CAINTIC
Applicant