

August 14, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear **Director Colis**,

I am writing to express my strong interest in joining the organization and contributing to your dynamic team as Administrative Officer II (HRMO). As a highly motivated and adaptable individual, I am confident in my ability to make valuable contributions to your organization.

My diverse background includes my education, and experiences, which has equipped me with a comprehensive skill set. Through my experiences, I have developed strong analytical, problem-solving, and communication skills that I believe would be an asset to your team.

Enclosed are my Personal Data Sheet, Performance Rating, Certificate of Eligibility, Transcript of Records, College Diploma, Certificate of Training and Resume which provides additional details about my professional experience. I welcome the opportunity to discuss how my skills and experiences align with the needs of your company.

Here is my contact information: cellphone number 09948394519 and email address reajaneisma@gmail.com. Thank you for considering my application.

Sincerely,


Maria Arlita Isma
Applicant