

December 19, 2022

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am,


This letter expresses my intention to apply for the Administrative Officer I position with Job Code WVOQRI at the Office of the Cashier in Visayas State University.

I recently graduated from the same university with a Bachelor of Science in Environmental Science. I wish to bring my knowledge, skills and commitment to excellence to the innovative environment of the aforementioned office. The key strengths that I possess for success in this position include, but are not limited to, the following:

- Computer literate
- Sound communication and writing skills
- A team player who is creative and dedicated
- Can finish tasks within the stipulated time frame

I have attached my personal data sheet and other necessary documents for your reference. Thank you for taking the time to consider my application, and I look forward to hearing from you.

Very yours truly,


Jannelle G. Asombrado
Applicant