

November 21, 2025

JADE DHAPNEE Z. COMPENDIO

Head, University Review Services

VSU, Visca, Baybay City, Leyte

Dear Ma'am,

Good Day!

I am writing this letter to express my sincere desire to apply in your good office. I am Reina Silao Arabiana, 41 years old, married, and a mother of three children.

Being a mother and the breadwinner, it is not easy for me to support my needs, especially in financing our daily subsistence, which is why I need to look for a job or assistance in order to sustain my family and study.

I am very interested in any position. Along with this letter, I have attached a copy of my resume for your consideration. I hope that you will consider me as a possible candidate for the possible job. I am very willing to come for an interview in your most convenience time.

Sincerely yours,

REINA SILAO ARABIANA