

**Honey Sofia V. Colis**  
Director, HRMO  
VSU, Baybay City, Leyte Philippines

Dear Ma'am Colis,

I currently do not have a Performance Rating since this is the first time I am applying for a job. I have read the Minimum Qualification and on the post, it says that experience is not required. I am hoping for your positive response. Thank you very much.

Sincerely,

A handwritten signature in black ink, appearing to read "Javier", written in a cursive style.

**Maria Jay-Ann M. Javier**  
Applicant