

February 6, 2025

**Ms. HONEY SOFIA V. COLIS**

Director, Human Resources Management Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms Colis,

I am Grecilda F. Pabroquez, 25 years old, from Brgy. Patag Baybay City, Leyte, I'm writing to express my strong interest in the position of any position. I graduated with a degree of Bachelor of Science in Agribusiness (BSAB) on August 12, 2022 at Visayas State University.

With great willingness am applying for this position. I believe my educational background, set skill and career objective makes me a suitable for the role. I also have good command over language. I am a highly organized individual passionate about developing expertise in the area.

I am confident that I will demonstrate my value as a significant asset, and I would appreciate your consideration of my application for employment.

Thanks for your time.

Your sincerely,

GRECILDA F. PABROQUEZ