

HONEY SOFIA V. COLIS
Director, HRMD
VSU, BAYBAY CITY, LEYTE

Dear Ma'am/Sir:

I am **Verlie P. Lamsen** a license Professional Teacher. I am writing this letter to express my desire to your vacancy position as Administrative Aide VI . I had achieved my bachelor's degree in Secondary Education at year 2023 in Leyte Normal University. During my studies in college, I was equally trained to face challenges and struggles responsibly with courage, those lifelong learning I gained during my studies would be a great help for me to the job that I am applying for. I'm good in professionally dealing with various situations such as being flexible in adapting and accepting the cultures and diversity of my students not just the students but also to other people that involve in my work place.

In the period of my stay in my beloved Alma Matter, I was able to develop my communication skills and my pedagogy. Given my ample training in college, I am confident that I am ready to work and do the responsibilities that is related in my work, and I know that your reputed institution can give me an opportunity to continue to develop myself professionally.

I participated in various activities such as leadership trainings and community involvement programs. My experience will be a great assest to job. I am hoping you could give me a chance to put it into practice and I'm excited to share to your institution my knowledge, skills and the things I strongly believe in. I am willing to be trained and willing to undergo series of workshops and lectures if you may ask me to do so when you hire me.

I am really hoping that you will give me a chance to have my experience in your institution. Don't hesitate to reach me at my phone number 09071161189/09569879408 or at my email address: ***lamsenverliep@gmail.com*** Thank you for considering my application.

Respectfully yours,

VERLIE P. LAMSEN
Applicant