

August 15, 2022

UNIVERSITY PRESIDENT
Visayas State University

Dear **Ma'am/Sir**,

Greetings!

I am FLORDELAINA T. ALAO and I would like to express my interest to apply for the available position of Internal Auditor II. I believe that I am qualified for the position. I am confident that I will be able to meet your expectations.

I am a graduate of Master of Science in Development Communication and Bachelor of Science in Development Communication major in Community Broadcasting last 2020 and 2014 respectively both at Visayas State University, Visca, Baybay City, Leyte

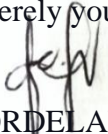
At present, I am an ***Instructor I*** and designate as Program Chairperson of BS Development Communication program at Northwest Samar State University in Calbayog City, Samar. I have been teaching for almost 7 years already. I have been designated also as Director for Instructional Materials Development and Production Office at NwSSU last 2020.

I am applying this job since I needed to take care my 8th month old son. I always believe that family comes first although I have a very good career in my present employment.

I believed that my experience, earned degree, and other related affiliations make me ideally suited for the job. I am very hard-working, motivated, and willing to learn more if you give me the chance to be part of your organization.

I have attached my resume, personal data sheet (PDS), and other pertinent documents for your reference. I am hoping that once you review my documents you will consider me as a valuable addition to your team. I will do whatever it takes to help your office. Thank you and more power.

Sincerely yours,



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