

February 17, 2025

Dir. KAREN ABEGAIL S. MONTERON

Director

Legal Affairs and Services

Visayas State University

Visca, Baybay City, Leyte

Thru: Dr. Moises Neil V. Serião

Vice President for Administration and Finance

Dear Ma'am:

I am writing to express my interest in the **Legal Assistant III** position posted on the VSU website. I hold a Bachelor of Science in Development Communication, majoring in Community Broadcasting, from Leyte State University. Additionally, I have earned master's units in Rural Development Administration at Eastern Visayas State University, Tacloban City, and I am currently a 5th-year Juris Doctor Program student at Saint Paul School of Professional Studies, Palo, Leyte.

My experience in externships, clinical legal education programs, and court observation has equipped me with skills in preparing legal documents, conducting legal research, drafting contracts and other legal documents, case building, client communication, and case management. During my time at the Philippine Mediation Office, I honed my ability to facilitate mediators, lawyers, and parties in mediation proceedings to negotiate dispute resolutions and prepare compromise agreements. Additionally, during my assignment at the Regional Trial Court Branch 14 in Baybay City, Leyte, I assisted court clerks in handling civil and criminal cases. I gained valuable experience in drafting notices for litigants and counsels, further enhancing my knowledge of court procedures and legal documentation.

I am excited about the opportunity to bring my dedication and expertise to Visayas State University's Legal Affairs and Services. I look forward to the possibility of discussing how my skills and experiences align with the university's legal needs. I am available for an interview at your earliest convenience and can be reached at 09088742506 or asisvanissa20@gmail.com.

Thank you for your time and consideration. I appreciate the opportunity and look forward to your response.

Very truly yours,


VANISSA L. ASIS
Applicant