

June 7, 2024

MOISES NEIL V. SERIÑO

VP for Planning, Resource Generation & Auxiliary Services

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

Greetings of peace and prosperity!

I am humbly interested in the Administrative Aide VI position with your office. I bring with me an extensive background of success in this field, along with the qualifications that are required to make a positive impact in this role.

I am an alumna of this University, Visayas State University, and graduated on June 22, 2020, with a Bachelor of Secondary Education Major in Filipino. I took the Licensure Examination for Teachers on October 2, 2022, in Tacloban City and passed the exam with an average of 89.60%. Currently, I am connected with the office of the University Registrar as a Course Evaluator. I humbly say that I gained much knowledge and skills through my experiences and education. In my recent role, I have contributed to organizational improvements and collaborative team efforts to attain key business targets.

As my attached CV indicates, I offer the flexibility and collaboration, required for this position. I am eager to discuss the possibility of joining your team.

I look forward to hearing from you at your convenience. I can be reached through my mobile number, 0931-969-9242, and email address, dalia.antig@vsu.edu.ph. Thank you for your time and consideration of my candidacy.

Sincerely yours,

Dalia T. Antig

Applicant