

Sheinah Camille Larido Guillano

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Visayas State University

Baybay City, Leyte

Honey Sofia V. Colis

Dear Ms. Solis,

I am writing to express my keen interest in becoming a Science Aide at Visayas State University, as advertised on the Google while I was searching for a job. With my 3 months of experience as a Secretary at Megaship Builders Inc. located in Albuera Leyte who helped me build my strong leadership skills, time management skills, communication skills both verbal and non-verbal, I am confident that I possess the qualifications to excel in this role in your school community.

In my previous role as secretary, I was obliged to organize documents, process documents (e.g. Job Order Forms for the Contractors), and email documents to the manager. I am also good at the Basic Computer Skills which helped me to make my job a lot easier.

I am drawn to making new experience and new learning in the new environment at Visayas State University because I am close to school community as I graduated in Bachelor of Secondary Education Major in Science which I also believed that I will contribute a lot based on the position I am applying for. I am particularly excited to the opportunity for me to learn and will hone my skills which I will also use in the near future.

My resume, which is attached for your review, for further details about my qualifications and experience. Thank you for your time and cooperation.

Sincerely,

SHEINAH CAMILLE GUILLANO