

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Ms. Colis:

Greetings!

I am writing this letter to express my interest in the position of Administrative Officer I in your company as posted at your Civil Service Job Portal.

I graduated with a Bachelor of Secondary Education Major in Values Education. I am proficient in MS Office. I have Civil Service Eligibility which I received last June 2022 under PD 907. I am hardworking and always willing to learn new things. I am also a team player so I can work with anyone. I am open to constructive criticism because I only want to deliver satisfactory work. I was hired as an Elementary School Teacher handling English and Edukasyon sa Pagpapakatao subjects in a Private School. I stayed 7 months in the St. Anthony of Padua Tunga Leyte Learning Center Inc. which allowed me to practice and improved my teaching skills especially in giving instruction and supervision. The opportunity given to me was an avenue in dealing with school matters and with the parents and guardians of my students. I am prepared to become an immediate part of your organization to contribute to growing and delivering quality service.

Furthermore, I am capable of simplifying work objectives without sacrificing quality. Also, I am a media, information, and technology literate individual who can share and utilize information in good ways and purposes. I believe I will reach and improve upon your organization's standards.

I welcome the opportunity to discuss how my skills and strengths can best serve your institution. You can reach me through my phone number 0912-990-3519 and by email at mariacriseldasantillan@gmail.com Thank you!

Sincerely yours,



MA. CRISELDA A. SANTILLAN

Applicant