

**March 22, 2025**

**HONEY SOFIA V. COLIS**

**Director, HRMD**

**VSU, BAYBAY CITY, LEYTE**

Ma'am:

I am writing to express my intention of applying for an Administrative Assistant 1 position within your school. I am Roselyn Zeta Doco, 25 years old, single and a resident of Brgy. Poblacion Kananga, Leyte. I earned my Bachelor of Secondary Education major in Science at Eastern Visayas State University- Tacloban, City Main Campus in the year 2022. I passed the Licensure Examination for Teachers last December 7, 2023.

As a driven and enthusiastic person, I am convinced that my background, education, and abilities will complement your institution's mission. Holding a belief that learners' success is mostly dependent on their education, I am interested in attending your reputable institution, which has a long history of producing young people who succeed in a multitude of disciplines.

My goal is to provide an engaging learning environment that inspires learners to do their best while also refining my teaching skills. Aside from teaching, I have other abilities that I can share with my students, as well as additional information in other sectors that I can incorporate into the subject matter that I teach. I am aware that this gives me an advantage over other applicants seeking for positions at your education institution.

I try to handle multiple tasks wherever possible and focus on building relationships with teachers, students, and parents. I never stop learning and hope to continue my graduate studies as much as possible in order to incorporate new knowledge into my teaching. I'd like to exchange the good act by teaching my fully pledged license in a fair and inclusive classroom. I am confident that my instructional abilities, together with my work ethic and enthusiasm for teaching, will considerably benefit your school's educational program.

Attached herewith are my relevant documents for a more in-depth review of my information and qualifications. Thank you very much for taking time to consider my application. I would be hoping to receive your favorable response.

Sincerely,

**ROSELYN ZETA DOCO**

Applicant