

December 7, 2021

Lisa I. Arce

Assistant Director
Philippine Root Crop Research
Visayas State University
Visca Baybay City, Leyte

Dear Ma'am,

I have formally composed this letter to express my intention in applying as Administrative Aide III. I have finished Bachelor of Elementary Education at Visayas State University last June 2018. Also, I have already passed the licensure examination for teachers last March 2019.

I have experienced working at a call center company, Wipro LTD. in Cebu for more than a year. I was able to improve my communication, computer and interpersonal skills. I was also hired as registration officer 1 at PSA Philippine Statistic Authority. Moreover, my life and working experiences have widened my knowledge, abilities and skills which are relevant to whatever working position. As of now, I haven't got my Certificate of Employment since I cannot go to Cebu because of pandemic and my contract in PSA was ended last August 2021 and up until now I am still processing my Certificate of Employment..

I will be grateful to work in the kind University where I graduated. And, I am ready to take responsibilities and pieces of advice that would make me more competitive and effective employee.

Sincerely,



SARAH JANE S. COMALING

Applicant

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