

May 30 , 2024

Visayas State University

Administrative Aide III (Clerk I)

Baybay City, Leyte, Philippines

Dear Ma'am and Sir,

I am writing to you to express my desire to serve as an Administrative Aide III (Clerk I) in your institution. I have just achieved my Bachelor's degree in Secondary Education major in English in July 2022 and passed the LET last May 2023. In the past year, I was able to be trained during my college. It taught me how to professionally deal with various situations that have got something to do with different matters such as dealing in serious situations.

I was able to develop my communication skills and my pedagogy and I believed that it helped me to be more prepared to a greater challenge. Given my ample training in college, I am confident that I'm ready to work and do the responsibilities whatever work I am going to do and I know that your reputed institution can give me an opportunity to continue to develop myself professionally.

I am hoping that you will give me an opportunity to work in your institution despite of not having direct experience on it.

Thank you for considering my application. I am waiting for your positive response.

Sincerely,



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