

17 February 2025

**ATTY. KAREN ABEGAIL S. MONTERON**

Director  
Legal Affairs and Services  
Visayas State University  
Visca, Baybay City, Leyte

Dear Atty. Monteron,

Greetings!

I am writing you this letter to express my desire to apply for the position of Legal Assistant III with Plantilla Item Number: LEA3-11-2023. I have a strong interest in applying in the Visayas State University because I believe that working in your esteemed office will grant me a great opportunity to hone my knowledge and skills as I practice my chosen profession.

Although I am in the commencement of my journey in this legal profession, my educational background at Dr. Vicente Orestes Romualdez Educational Foundation – College of Law allowed me to gain knowledge in legal instruments and procedures for the protection of the interests and rights of an individual. I have also undergone Clinical Legal Education Program where I received training and exposure to drafting actual legal documents, position papers, and pleadings.

My last employment was with Visayas State University – Tolosa Campus where I simultaneously worked as an administrative staff while pursuing my legal education. Being a working student, I developed skills such as strong attention to details, persuasive skills, and time management.

Finally, my bar journey is a testament to my ability to endure and persevere in learning. The same values and discipline shall be applied should I be given the chance and be successful in this endeavor.

I would be very happy to further discuss my credentials with you. I have attached herewith my Personal Data Sheet and other pertinent documents for your perusal.

Thank you for your time and consideration.

Respectfully,



**Ma Beatrice M. Abit**

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