

September 13, 2022

Dear Ma'am / Sir;

I am writing to show my strong expression of interest in obtaining an administrative aide position here in your department. The vacancy came to my knowledge from reliable source. Given my tested teaching and work experience. I know that I am surely qualified for the position.

I have finished my bachelor's degree in Elementary Education at Visayas State University (Main Campus) in 2017 and serve as a private teacher in St. Vincent Learning Center.

I decided to leave my job seeking for a better place of opportunity where I can further develop my skills as an educator and where I can be exposed to more challenging professional atmosphere. Known for your competitiveness and efficacy, I know that your department will provide me the perfect working environment.

I have the opportunity to interact with diverse people' populations. Moreover, I am able to quickly and easily build positive relationship with the people around me. I can work under pressure and confidently finish my work on time.

Sincerely yours,

MARY ANN B. RODRIGUEZ

Applicant