

January 06, 2023

**Mr. Marwen A. Castañeda**

Head, OFFICE OF THE UNIVERSITY REGISTRAR  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Mr. Castañeda,**

I am writing in regard to the hiring position of an Administrative Aide VI in the university registrar, and would be very glad if you would consider me as a candidate for the job. Please find enclosed my resume and Transcripts of Records.

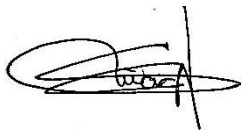
I took up the course Bachelor of Arts in English Language and graduated as Cum Laude in the Visayas State University last school year 2019. I worked hard and performed beyond expectation in terms of class activities and assessments.

In the last 2 years, I worked as a Customer Service Representative. That industry taught me how crucial to have a huge patience towards customers, developed my emotional intelligence and enhanced my communication skills. I also have an extensive knowledge and experience in teaching ESL instruction. I've been working with diverse learners of all levels for six months. My background includes General English, Business English, English For Kids, IELTS, all with the aim of helping students achieve their goals.

Throughout my career, I've been recognized for my work ethic and effectiveness. I am greatly passionate about my profession and in every institution that I work with. As a professional, I'm always seeking to increase my skills and experiences. I also believe that I have the essential skills required in the position.

I look forward to discussing the possibility of becoming a clerk III in the registrar and would consider my application as success for all. If you find my credentials suitable for the position, you can contact me in this phone number: (0956-536-7337). Thank you so much for your time.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dyan Agordo', with a stylized flourish extending from the end.

**Dyan Agordo**