

October 14, 2022

Ms. CHARIS B. LIMBO

Director

Institute of Human Kinetics

Visayas State University

Visca Baybay City, Leyte

Dear Ma'am:

Greetings of Peace and Prosperity.

I, JENNY A. ALVERO, humbly write to express my intent to apply as Administrative Aide III (Clerk) in your good office.

I, finished my Bachelor's Degree in Tourism and Hotel and Restaurant Management at Leyte Normal University and completed my graduate studies last 2019 under the Secondary Education major in Social Science at Leyte Colleges Tacloban City. I passed the Licensure Examination for Teacher last March 10, 2022.

I have several working experiences in different companies. I worked as a Cashier in Burger King Dubai and other companies. I worked in LGU Jaro as Job Order from January 2011-August 2014. I also worked in Department of Social Welfare and Development as a Community Empowerment Facilitator from September 2014-December 2017 and as an Area Coordinator from September 2021-December 2021.

Moreover, I have attended various trainings where in I gained enough knowledge and skills that would be very useful for the position that I am applying for:

It is prayed that my application would be given preference.

Thank you and God Bless.

Sincerely yours,

JENNY A. ALVERO

Applicant