

May 22, 2021

Esperanza Torrevillas  
722 Berlin Street  
Don Feliza Z. Mejia  
Ormoc City. Leyte 6532

Dear VSU Human Resource Team,

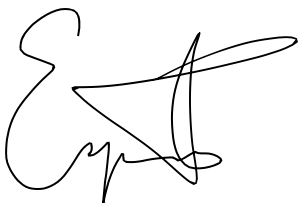
Your posting describes needs that are a near-perfect fit for my career experience and interests. I attended a top research University and graduated with a Bachelor of Arts in Political Science. In brief, my qualifications include:

- 10 years of office administration, legal experience & some management experience.
- Managing multiple tasks, critical thinking, taking the appropriate action according to circumstances, and providing support to management and colleagues alike.
- Excellent interpersonal and communication skills in high-stress situations.
- Self-motivated, responsible, hard-working team player.
- Trained to deal with prioritizing multiple tasks while working independently.
- Extensive experience in collegiate writing and drafting documents.
- Developed and maintained standard practices of communication to ensure everyone is on the 'same page'.

I am eager to leverage my college education with my skills for the open position. The enclosed resume explains my experience and accomplishments. It would be a pleasure to discuss the position and my qualifications in more detail. I am confident I will convince you that I have the technical skills you're looking for and the intangible qualities – enthusiasm, energy, dedication, sense of mission, and intellectual curiosity – that characterize your best employees.

Sincerely,

Esperanza Torrevillas

A handwritten signature in black ink, appearing to be 'E. Torrevillas', with a stylized, flowing script.