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HONEY SOFIA V. COLIS

Director

Office of the Director for Human Resource
Visayas State University
Visca Baybay City, Leyte

Dear Ms. Colis,

Greetings!

I am Cristille M. Madera, a fresh graduate Tourism Management student from Visayas State University main campus. I am in search for a job where I can grow my professional career and at the same time, impart my skills to others as well. Hence, I am interested in working as an administrative/office staff in your prestigious office as posted in the JobStreet mobile application.

I am computer literate and has an experience in handling guests and different people. These skills were taught in our degree program and also, I was able to serve as a student leader during my academic years. Aside from this, I have a good English and Tagalog communication skills. I can also understand and speak dialects such as Cebuano and Waray-waray very well.

Although I still lack in professional experience, I believe that my determination and passion to learn new things can help me to become an efficient employee. I am willing to be trained and learn new skills needed to be suited in the position I am applying for.

Moreover, I have enclosed my data sheet and other documents to support the information written in PDS. I'd be glad to have an opportunity to be part of the office's working force. For more concerns, my mobile number is 0998-231-6435, and my working email address is wcristillemadera24@gmail.com. Thank you for your consideration.

Sincerely,



Cristille M. Madera