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HR Manager
Visayas State University
Baybay City, Leyte

Dear Hiring Committee,

I am applying for the Administrative Assistant II position at Visayas State University Main Campus. I graduated cum laude with a degree in Education, majoring in Filipino, from VSU, my proud alma mater. I also worked online for two years as an ESL tutor for foreign students, which helped me build strong communication, record-keeping, and computer skills.

Though I taught English online, I often scheduled lessons, handled student progress reports, kept records organized, and communicated with students from different countries. These tasks helped me become more organized, careful with information, and good at using computer tools. I believe these skills match well with the job's requirements for communication, ICT use, document handling, and report writing.

I meet the Civil Service Commission's minimum qualifications. I have a college degree, relevant training, one year of experience, and First-Level Civil Service eligibility, all required for this position.

As an alumna, I want to give back to VSU by supporting its administrative work, like organizing documents, preparing reports, and helping with events. I am honest, dependable, and eager to learn and help in any way I can.

Thank you for considering my application. I look forward to the opportunity to discuss how I can assist in maintaining VSU's high standards of service.

Sincerely,
Glezel E. Nazario