

April 15, 2023

MANOLO B. LOREETO JR.
Dean
Office of the Dean of Students
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Good day!

I am writing to you to express my desire to work as an applicant for Administrative Officer I in the institution. I am very pleased and interested to impart my knowledge, and skills, and these would be compatible to achieve the vision and mission of the institution.

I am Anna E. Nemenio, 23 years old, single, and in good health. I am a graduated of Bachelor of Elementary Education major in General Education at Visayas State University- Main Campus and I passed the Licensure Examination for Teachers last January 30, 2022 and garnered a rating of 78.20 %.

After completing my degree, I worked as a teacher for two years at Bright and Glorious School of the Philippines, Inc. I managed all of the activities in school department, making modules, implementing rules inside the classroom. Observe and evaluate students' performance and keep parents updated on their children.

I also worked as an Enumerator in Philippine Statistics Authority (PSA) of 2021 Pilot Community Based Monitoring System (CBMS) and conducted surveys in local communities for two months. I also have experience as a Cashier/Service Crew in Zarus Foodhauz for one month. I provide a positive customer experience with fair, friendly and courteous service.

I look forward to your response and invitation to interview session. Do not hesitate to contact me at (+63) 926 – 500 – 3936. Thank you for considering my application.

Sincerely yours,



Anna E. Nemenio
Applicant