

HONEY SOFIA V. COLIS

Director, HRMD
VSU, Baybay City, Leyte

Dear Ma'am,

Greetings!

I trust this letter finds you well. I am writing to express my strong interest in applying for Administrative Assistant II position in your office. I am very pleased and interested to impart my knowledge and skills that I have gained to provide quality and efficient services.

I hold a bachelor's degree in Bachelor of Culture and Arts education at Visayas State University. Month after the graduation I took the Licensure Examination for Teachers without prior preparation as I am focused on my freelance job to provide school allowance for my sister. Working during the day and self-review at night. In God's grace I passed the board exam and become the first License Professional Teacher in the family.

I took my practice teaching in Baybay National High School handling grade 8 students, those experienced helped me develop and enhance skills needed to have a positive impact on students learning and development. I also obtained teaching experienced as a tutor in Efficiency Academic Tutoring Services. Finally, I practiced my profession in the actual school environment during my probationary period working in St. Paul's School of Ormoc Foundation Inc. as an assistant teacher for kinder 2 and substitute science teacher for grade 1.

I pride myself on my proficiency in using various software technologies. I believed that my greatest teaching strength is my ability to understand and relate to learners' unique needs and interest. I also believed that communication and practice cultural sensitivity create a healthy environment which help individuals to be a person with values and characteristics. I love teaching because I believed that education can transform students into the person they want to be in the future. Teaching for me is not just a position, it is a profession filled with my passion and great dedication.

I also obtained valuable experienced doing administrative task during my Senior High School Pre- Service Deployment at Philippine Crop Insurance Corporation- Ormoc Branch and on-call administrative staff at St. Paul's School of Ormoc Foundation Inc. I am highly organized and attention to details kind of person. I also have excellent time management and able to work in a fast paced environment with the ability to work with people from all backgrounds. I also value the importance of confidentiality.

I am excited about the opportunity and make a positive contribution to your team and to the university. Thank you for taking the time to consider my application.

Best Regards,

DESSIRIE J. CAPANGANGAN

Applicant



Edit with WPS Office