

February 21, 2024

KAREN ABEGAIL S. MONTERON

Director
Legal Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I express my sincere interest in being a Legal Assistant II in the office of Legal Affairs and Services, Visayas State University. Attached in this letter is my curriculum vitae for your reference.

I graduated Bachelor of Science in Environmental Management SY 2016-2017. During my college days, I passed the screening as a participant of the International Volunteers' Training on Rainforestation at VSU, Baybay City, Leyte in partnership with ten Japanese trainees of Institute of Environmental Rehabilitation and Conservation (ERECON) from Japan, funded by the National Land Afforestation Promotion Organization (NALAPO).

I finished my Master's degree in Tropical Ecology last June 2020. I have been attending seminars, training, and workshops on environmental preservation, conservation, and management, which could be an asset in my future endeavors. I also gained experience in teaching last SY 2021-2023. I noticed that I love teaching and sharing my knowledge with the students. My education and professional experiences in environmental management and teaching strengthened my capabilities to bring utmost excellence to my future activities.

I am currently enrolled as a 4th year second semester law student of Dr. Vicente Orestes Romualdez Educational Foundation (DVOREF) – College of Law in Tacloban City.

I find the position in your department to be really inspiring and the perfect next step. Through the creative environment of your department, I can contribute my abilities, expertise, and dedication to excellence.

Suppose you find the enclosed qualification suitable for your open position. I can be reached anytime via email at yenceniza@gmail.com or my mobile number, +639465338220/+639276564353, at your earliest convenient time.

Thank you very much for your time and consideration.

Respectfully yours,


Lorraine Cristy E. Ceniza