

Andres Bonifacio St. Zone 1  
Baybay City Leyte 6521

January 24, 2023

Dear Hiring Manager

I graduated from Franciscan College of the Immaculate Conception with a bachelor's degree in Elementary Education and I am interested to apply for the position of Administrative Aide I (Utility Worker) at the Department of Liberal Arts & Behavioral Science at Visayas State University

I have worked as DESO Technical Support Staff with Commission on Elections year 2019. Due to pandemic I decided to build up my skills I worked as a Private Tutor for almost three years with eighth tutees in a day. Then last October 2, 2022 I took a licensure examination for Professional Teachers and I did passed with a general average rating of 85.80%

I would welcome the opportunity to meet with you and discuss my qualifications for working at Department of Liberal Arts & Sciences. I look forward to hearing from you soon.

Sincerely,

Eve Asumbrado Serato