



# JASSEL ALMILOR - MODINA



Brgy. Bunga, Baybay City, Leyte



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July 04, 2024

Honey Sofia V. Colis  
Director, HRMO  
Visayas State University  
Baybay City, Leyte

**JOB REFERENCE:** Administrative Aide VI (Clerk III)

Dear Ma'am,

As a licensed teacher with a Google Certified Educator Level 1 certification, I am excited to apply my passion for technology and education to a new opportunity within your organization as an Administrative Aide VI. My diverse background in IT and education uniquely positions me to understand and bridge the gap between technical knowledge and effective communication.

In my role as an IT faculty member, I have honed my abilities to teach technical subjects in a way that is accessible and engaging where I can be able to use this as one of your functional competencies requirements which is the Use of Information and Communications Technology (ICT) to have an effective delivery of services by ensuring responsiveness to the needs of stakeholders.

I am eager to utilize my diverse skill set to contribute to your department's success. I am confident that my technical ability, teaching experience, and strong communication skills would make me a valuable asset to your department. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
Jassel A. Modina