

**Jackielyn D. Cala**  
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Dear Hiring Manager,

I'm delighted to have the opportunity to apply for the Education Program Specialist II position at Visayas State University in Visca, Baybay City, Leyte. I am extremely detail-oriented and have an intuitive skill in customer engagement. I also pride myself on respecting the deadlines that are set for me as well as achieving any business goals in a prompt manner.

During my previous work experiences over the past six (6) years, I honed my interpersonal skills through interacting with our internal and external customers across the globe. Through this, I was also able to hone my skill when it comes to business communication. I have already taken up various roles within the previous company that I worked with and I am very resilient and adaptable to change.

I am acutely aware of how important it is to maintain a productive and professional level of customer service while conducting customer transactions in order to achieve the organization's goals. My superiors commented quite frequently on my professionalism and not only praised me for it but rewarded me with sales bonuses and recognition within the company.

Thank you for giving me the opportunity to present my skills and background for consideration on the Education Program Specialist II position at Visayas State University, I look forward to the opportunity to professionally grow within your institution for years to come.

Sincerely,

Jackielyn Cala