

Honey Gee L. Braganza  
Real St., Poblacion  
Albuera Leyte  
09557184470 / hlovendeno@gmail.com

May 30, 2024

HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, Baybay City, Leyte

Dear Maam,

Good day!

This is to convey my interest in applying for an Administrative Assistant II position or any vacant position available in your institution. I have a degree in Bachelor of Secondary Education major in Biological Sciences at Visayas State University. I'm a Licensed Professional Teacher. I'm seeking the opportunity to implement my knowledge and skills and make a contribution to your institution, and with my educational background and experience, I could deliver confidence, passion and knowledge to perform my duties and responsibilities effectively.

I have taken the opportunity to learn a variety of knowledge and experiences which I could contribute to your system. As a result, I consider myself as a compassionate and responsible person who employs effective listening, and provides individual and whole group support to achieve the set goals and objectives of my work.

Please consider my application as a sincere intent of interest. I would enjoy the opportunity to share how my skills and experience will enable me to make valuable contributions to your institution.

Thank you for your time and consideration.

Sincerely,

HONEY GEE L. BRAGANZA  
APPLICANT