

February 6, 2024

Maria Roberta S. Miraflor

Head

Records and Archives Office

Visayas State University

Visca, Baybay City, Leyte

Dear Maria Roberta,

I am writing to express my interest in applying as a Records Officer I that is available in your office.

I received my Bachelor of Secondary Education (BSEd) degree with a major in Filipino from the Visayas State University (VSU). I passed my licensure examination last December 2022. My experience at my previous job as an assistant instructor helped me grow as a responsible and independent individual. Beyond my teaching abilities, I am highly organized, adaptable, and possess excellent communication skills. I am adept at collaborating with colleagues, parents, and other stakeholders to ensure a holistic educational experience for students. Additionally, I am proficient in utilizing technology to enhance instruction and engage students in the learning process. I am willing to expand my knowledge as a professional that I can use in the near future. With this, I enclose my resume for your convenience.

I am available to meet you at a time that's convenient to you. I can be reached via email, majomelcabantug@gmail.com. You can also call me at 0963-185-3607. Thank you for your time and consideration. I look forward to speaking with you about this opportunity. Thank you.

Sincerely,

MA. JOMEL G. CABANTUG

Applicant