

July 11, 2025

**Dr. PROSE IVY G. YEPES**

President

Visayas State University

Visca, Baybay City, Leyte

Dear Mam/Sir,

I am writing to express my strong interest in any position. I am a Graduate of Bachelor Science in Criminology on March 2017 & a Registered Criminologist on February 01, 2018, with great willingness am applying for this position. I believe my educational background, set skill, and career objective makes me a suitable for the role. I also have good command over language. I am a highly organized individual passionate about developing expertise in the area.

I am skilled at communicating effectively with diverse people across various platforms. I received recognition for my friendly demeanor, patience, and ability to communicate professionally with all patrons.

Qualification and skills, I bring on the table include:

- 5 years & 5 months' experience as SK Chairman
- Proven leadership and team building talents
- Criminal Investigation and Detection Training
- 1 year as Security Screener at Philippine Port Authority at Ormoc City
- Now I currently work at Department of Arts, Languages and Literature and have for almost 1 year.

I am confident that I will demonstrate my value as a significant asset, and I would appreciate your consideration of my application for employment

Thank you for your time, and please let me know if there is any additional information, I can provide for you. I look forward to speaking with you.

Sincerely,

  
**SHEILA MARIE GONZAGA**  
Applicant

  
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