

Lina, Kimberly C.
Santa Margarita, Hilongos, Leyte
09489769211
kimberlylina8@gmail.com

Date: April 19, 2023

To,

MS. HONEY SOFIA V. COLIS

DIRECTOR, ODHRM

VISAYAS STATE UNIVERSITY

VISCA, BAYBAY, CITY, LEYTE

Dear Madame ;

I hope you have a productive day.

I'm "Kimberly C. Lina", applying for 'Administrative Officer I ' in your office. I was informed that your office is hiring through VSU official website. I was a public servant for a couple of years now and this made me interested to send my application for this vacancy.

My work experience, as a young leader in our community, exposes me to lots of work related to documents and records for the conduct of various community programs and projects. These involve planning, organizing, budgeting (allocating funds), and creating other supporting documents. With the utilization of technology, our targets and objectives are easily accomplished. I am capable of multi-tasking and organizing tasks to increase productivity on my work assignment. I've been handling and conducting community projects that became a great help to the people. With this experience, I've also managed and led people/groups of youth. I have developed my social and interpersonal skills, and I've learned to fit and blend into a team atmosphere quickly and seamlessly.

I have recently obtained my Bachelor's Degree in Secondary Education, majoring in Social Studies from Visayas State University-Main Campus Baybay, City. All my academic ratings/ performance and college honor level are all visible on my transcript. For four years of study, our field trained us not just to educate but also to do lots of paper works and academic writing that are applicable in the workplace. And, I would like to apply my experiences and learned abilities in related roles or jobs. I am confident that my skills and

experience in my studies could make a great contribution to this workplace. I am also willing to do extra work that you will give to gain more learnings and experiences concerning the work. I am open-minded and flexible enough to be trained with necessary tasks in the office. Throughout my education, I've become equipped with the necessary knowledge to work effectively and efficiently through technology tools/equipment. I have developed advanced skills and knowledge in commonly used computer software, including Microsoft Office and other software applications.

Hence, through years of study in college and as well as working in the community, I was able to gain problem-solving, analytical, and decision-making skills necessary for personal and professional concerns in the workplace.

Thank you for taking the time to consider this application and I look forward to hearing from you. To this end, you may contact me at my Facebook account "***Kimberly C. Lina***", or send me an email at ***kimberlylina8@gmail.com***.

Yours Sincerely,


KIMBERLY C. LINA