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February 16, 2025

ATTY. KAREN ABEGAIL S. MONTERON
Director
Legal Affairs and Services
Visca, Baybay City, Leyte

Dear **Director Monteron**,

Good Day!

I am writing to express my keen interest in the position of LEGAL ASSISTANT II, as advertised on Visayas State University job portal dated February 2025,

I have earned two degrees, Bachelor of Science in Business Administration and of Juris Doctor. My educational background developed my Administrative skill and honed my skills in Legal Research and Writing., Critical Thinking, Analyzing and Communicating.

My extensive experience working with diverse populations in various service-oriented roles as a Clinic Receptionist, as an Executive Secretary to the Medical Director developed my strong interpersonal skills and effective management for office documents and records.

I have been looking for an opening like this one, which provides a dynamic work environment and challenging growth opportunities.

Thank you for your time and consideration. I have attached pertinent documents for your review and looking forward to hearing from you soon.

Very respectfully yours,


Cherry Lyn C. Flandez-Samson
Applicant