

January 25,2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ms./Mrs. Colis,

I am writing this letter to express my strong interest in applying Instructor as posted on job.vsu.edu.ph. Enclosed is my resume for your reference.

I completed my Bachelor's degree in Culture and Arts Education last August 3,2023. Three months after the graduation I was able to passed the September 2023 Licensure Examination for Teacher. I am eager to begin my career in a reputable and team oriented institution such as yours. During my senior high school work immersion days, I gained a valuable experienced working in administration roles. Focusing on managing daily office tasks, organizing client records, and providing excellent customer service to the farmers and staff. My previous experienced working as an administrative aide helped me to develop my confident and flexibility as I work at Visayas State University Beach Garden Resort and Baybay Tourism and Investment Promotion Office last July-August 2022 during my apprenticeship. March-May 2023 during my teaching internship at Baybay National High School, I have developed strong communication skills, both written and verbal. My teaching internship journey helped me develop and enhance skills needed to have a positive impact on student learning and development. Additionally, I pride myself on my proficiency in using various software technologies. July last year to present I am tutoring five kids as my freelance job.

My ability to multitask in a fast paced environment, attention to details and commitment to confidentiality and passion for teaching make me a perfect fit to this position. I am excited about the opportunity to join your institution. It is my dream to work in my alma matte. I hope you will grant my wish to be part of your team.

Sincerely,

Dessirie J. Capangpangan