

September 27, 2024

Dear Madam/Sir:

I am writing to express my interest in the Administrative Aide IV position. I am a Viscan who graduated last August 2023, holding a degree in Bachelor of Secondary Education Major in Science and having successfully passed the Licensure Examination for Teachers with a rating of 90.20% in March 2024, and I am eager to contribute my skills and knowledge to the institution that molded me into who I am today.

While I may not have formal work experience, my academic journey has equipped me with a firm foundation in administrative tasks, effective communication, and organizational skills.

I am confident that my educational background, combined with my determination and enthusiasm, will enable me to excel in this role.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Respectfully yours,


BEAUTY D. VERANO
Applicant