

Date: December 10, 2024

HONEY SOFIA V. COLIS

Director, HRMO VSU
Baybay City, Leyte
jobs.vsu.edu.ph

Greetings of peace and prosperity!

I am writing to express my interest in the Administrative Assistant II (Data Entry Machine Operator II) position listed on jobs.vsu.edu.ph and CSC Job Portal website page.

I am a graduate of Bachelor of Secondary Education, Major in English. I rendered my first five year of service at The College of Maasin, Senior High School Department. My professional background includes promoting student improvement through continuous academic progress monitoring and maintained effective classroom management and created a positive learning environment which I believe will give contribution to your office. Although I have no formal experience as an Administrative Assistant, my experience as a teacher helps me develop strong interpersonal skills which will greatly help in your office. I also have experience being as Sports Club adviser and different organizational leadership that allows me to develop time management and organizational skills, which I believe are important factors to consider.

In addition to my professional qualifications, I bring strong interpersonal computer literacy and analytical skills, a diligent work ethic, and a deep respect for the principles of public service. I have also attended physical and online trainings and seminars that are relevant in my teaching career.

Thank you for considering my application. I am enthusiastic about the prospect of serving the public on your good office and contributing to its success.

Respectfully yours,

ELMA MAESTRE DAYOLA

Applicant