

The President

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing this letter to express my interest in applying as Planning Officer III in your good institution. I believe I am qualified for the position.

I am a license teacher and a civil service eligible. I am also a graduate of Master of Science in Development Communication at Visayas State University. Presently, I am pursuing my Doctor of Arts in Language Teaching at Leyte Normal University.

Previously, I was an Instructor 1 at Northwest Samar State University with 6 years teaching experience. I've been designated as Program Chairperson of BS DevCom and Director of the Office of Instructional Materials Development and Production.

Presently, I am a Project Development Officer 1 at Department of Education, Baybay City Schools Division Office.

I am hoping if you consider me as a valuable addition to your institution.

Sincerely,



Flordelaine A. Cuerdo

09605626967/09758778794

flordelainea@gmail.com