

April 14, 2023

**HONEY SOFIA V. COLIS**

Director, HRMO

VSU, Baybay, Leyte

Dear Ma'am;

It has come to my knowledge that your organization has recently opened a vacancy for an administrative staff member. I would like to express my interest in applying for an Administrative Officer I. I was an Administrative Staff for three years at the Civil Registrar's Office, Local Government Unit in Bontoc, Southern Leyte and it molded my verbal and non-verbal communications, interpersonal skills, and work ethics that can greatly benefit your organization. Those learning are improvements which serve as my key and foundation not only to prove my capabilities but also show how passionate I am and able to achieve goals and objectives effectively.

I graduated last October 2018 at University of San Jose-Recolletos with a bachelor's degree of Business Administration major in General and I also took my 18-units in Secondary Education major in Social Studies at Saint Joseph College last May 2021. To continue to develop myself academically, I started pursuing my graduate degree in June 2021. I was enrolled in the Graduate School of Eastern Visayas State University under the program of Master of Arts in Education major in Administration and Supervision and already finished 12 units. I passed the Licensure Examination for Teachers in October 2022 with an average of 82.20.

I firmly believe that I am ready to take the responsibilities as I have already equipped myself with a series of lectures, seminars, and training that can create an inclusive and encouraging environment I gained through high quality institutions.

I am hoping that you will give me an opportunity to work with you soon.

Thank you!

Sincerely,

Divine Shanly F. Salar

Applicant