

March 25, 2025

HONEY SOFIA V. COLIS

Director, HRMD

VSU, Baybay City, Leyte

Ma'am:

I am writing to express my great interest in acquiring the position of **Administrative Assistant 1**. I would like to welcome the opportunity to work and be a part of the organization if my qualification will suit to your standards.

I am KIMBERLY MONGAYA OSTIA, 29 years of age and currently living in Zone 23, Baybay City, Leyte. I am a graduate of Bachelor of Science in Information Technology at University of Eastern Philippines in the year 2015 and Bachelor of Science in Secondary Education in Norther Samar Colleges in the year 2019.

During the year 2019, I passed the Licensure Examination for Teachers with a board rating of 81.80%.

Through my education and training experiences, I believe I have developed skills and capabilities relevant to achieve the vision of the organization. I am willing to do any tedious works with wide apprehensions. I always like to challenge myself to improve in everything I do and become a well-rounded person.

Some of my key areas are being hard-working, self-motivated, and flexible. I can easily adapt to new environment and work well with everyone.

I hope you find me qualified for the position you are trying to fill in. And I would truly appreciate the opportunity to meet with you in person and discuss my background further. You can contact me with my mobile number 09517995897 and though my email address kimberlyostia@gmail.com. I look forward to hearing from you soon. Enclosed herewith are my credentials for your evaluation.

Thank you.

Respectfully yours,

KIMBERLY M. OSTIA

Applicant