

February 20, 2025

KAREN ABEGAIL S. MONTERON

Director
Legal Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Monteron,

Good day!

I am writing to express my interest in applying for the Legal Assistant II position in your office. I am confident in my ability to contribute effectively to your team.

I graduated from the University of the Philippines in the Visayas Tacloban College with a degree in Bachelor of Arts in Social Sciences majoring in Economics. I am currently self-employed and a fourth-year law student at Dr. V. Orestes Romualdez Educational Foundation (DVOREF).

I am honest, highly trainable, and orderly in my work. I would be very interested in being of service to your office.

I am available for an interview at your convenience and can be reached at my mobile phone number **09173140589** or via email at **edenabunales@gmail.com**. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely yours,

Eden A. Buñales
EDEN A. BUÑALES