

**FROM:**

**KIMBERLY C. LINA**

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**To:**

**HONEY SOFIA V. COLIS**

Director, HRMO

Visayas State University

Visca, Baybay City, Leyte

Dear Madame,

I hope you have a productive day. I'm "Kimberly C. Lina", applying for Administrative Officer II (Human Resource Management I) in your office. I was informed that your office is hiring for the position through the VSU Official Website.

I graduated last 2022, from Visayas State University-Main Campus, Visca Baybay City, Leyte. I am a former Highschool Teacher at LIDE Learning Center Incorporated and currently looking for new career opportunities. As a teacher, I was also trained to do paper works and fully aware of the digital world. Throughout my education, I've become equipped with the necessary knowledge to work effectively and efficiently through technology tools/equipment. I have developed advanced skills and knowledge in commonly used computer software, including Microsoft Office and other software applications.

In addition, I've worked as an SK Chairperson [as a young leader] in our community from 2018-2023. I've learned to work with different people. I've been handling and conducting community projects that have become a great help to the people. This might not be related to my desired position, but these experiences developed me to be a planner and doer for the greater good of the people in the community I've served. I have developed my social and

interpersonal skills, and I've learned to fit and blend into a team atmosphere quickly and seamlessly.

I would like to apply my experiences and learned abilities in this position. I am confident that my skills and learning experiences could make a great contribution to this workplace. I am also willing to do extra work to gain more learnings and experiences concerning the work. I am open-minded and flexible enough to be trained in necessary tasks.

Hence, through years of study in college, teaching highschool students and as well as working in the community, I was able to gain problem-solving, analytical, and decision-making skills necessary for personal and professional concerns in the workplace. To this end, I am willing to accept opportunities to be in this field of work. Thank you for taking the time to consider this application and I look forward to hearing from you. To this end, you may contact me at my Facebook account "Kimberly Cabug-os Lina, or send me an email at [kimberlylina8@gmail.com](mailto:kimberlylina8@gmail.com).

Respectfully yours,

**KIMBERLY C. LINA**