

July 9, 2024

VICENTE A. GILOS
Chief, University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte

Madam:


I, **Lynse A. Canete**, writing to you to express my intent to apply as a Administrative assistant into your institution. I am a licensed secondary teacher passing the Licensure Examination for Professional Teachers (LEPT) conducted last March 19, 2023.

Through my passion and motivated individual I am interested to submit an application for the position as a teacher. I firmly believe that my experience, knowledge and skills would be compatible to achieve the vision of your institution. In 2022, I completed my degree in Bachelor of Secondary Education Major in Science in Eastern Visayas State University Ormoc City Campus. This has given me a range of practical capabilities that will meet this role.

I appreciate you for taking time to read my letter and I'm looking forward to your positive response. I am willing to have an interview at your most convenient time.

Here with are my pertinent documents for further reference.

Sincerely,


LYNSE A. CANETE
Applicant