

February 19, 2022

HONEY SOFIA V. COLIS  
OIC Director, ODHRM  
VSU, Baybay City, Leyte

Dear Ms. Colis,

Looking at your job overview, it seems I'm a good fit. With 3 years of corporate work experience as a Registration officer, Front desk clerk and now a home based ESL teacher. Throughout my professional life, I have been through several assignments and still maintaining the career standards quality in doing all of them. I am an independent individual, mature, well-organized, and a problem solver. My previous job experiences gave me an explicit insight into the field of administration. I know that I have the skills and expertise you are looking for in the Administrative Officer 1 role and I'm very much interested to be part of the Cash Office in VSU.

These are the job roles that I have experience with wherein I was able to work autonomously and effectively:

- Registration Officer 1: provides necessary reports and updates requested by the supervisor; gathers socio demographic data; after completing the interview, reviews the encoded demographic data for the completeness and consistency of entries and performs other tasks that may be assigned by the supervisors
- Front Office Clerk: perform essential front desk administrative duties including answering phone calls, greeting clients, and overseeing the office budget. As a hotel front office associate it is also my duty to perform taking payments from customers, making change, giving receipts, check and follow up on all bills on hold.
- ESL Online Teacher: Preparing and delivering lessons to improve students' reading, writing, and conversing skills in English.

Your job post on [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) lists responsibilities that I do have extensive experience with and I will be honored to be considered for this position. I have enclosed my complete resume and other pertinent documents as further consideration along with this letter.

Looking forward to hearing from you.

Sincerely,

Chelsea R. Narvios