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HR Department
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am / Sir,

Greetings!

I am writing to express my sincere interest in the position of Administrative Assistant I (Bookbinder III) at your esteemed university. I am a graduate of Bachelor of Physical Education from Visayas State University, and I recently passed the Licensure Examination for Teachers (LET) held last March 23, 2025, in Tacloban City.

My educational background, combined with my teaching internship and developmental experiences, has equipped me with the skills and discipline required for this role. During my internship at Bitanluan National High School, I completed over 360 hours of supervised teaching where I planned, facilitated, and evaluated Physical Education lessons.

Additionally, I participated in the DSWD Kalahi-CIDSS Cash-for-Work Program in collaboration with Visayas State University, serving for 50 days and supporting both administrative and community initiatives. As a student-athlete, I have cultivated strong values in discipline, teamwork, and time management. I also took part in various seminars focusing on sports officiating and leadership, which enriched my knowledge and passion for Physical Education.

With a solid foundation in both theory and hands-on practice, I am eager to contribute to your institution's academic and co-curricular programs. I am confident in my ability to adapt quickly, collaborate effectively, and promote a positive learning environment.

It would be an honor to further discuss my qualifications in an interview at your convenience. Thank you for considering my application.

Respectfully yours,
Geal Delantar Garcia