

FROM:

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To:

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Ms. Colis,

I hope you have a productive day. I'm "Kimberly C. Lina", applying for Administrative Aide VI (Clerk III) in this institution. I was informed that Department of Meteorology is hiring for A.Y. 2024-2025 through VSU Official Website.

I was a graduate of Bachelor of Secondary Education Major in Social Studies. I graduated last 2022, from Visayas State University-Main Campus, Visca Baybay City, Leyte. In addition, I was able to pass the LET (Licensure Examination for Teachers) taken last March 19, 2023. I am pursuing my masters at Leyte Normal University MAED-Social Studies. I am a former Highschool Teacher at LIDE Learning Center Incorporated and currently looking for new career opportunities. I am really interested to be part of this educational community and I hope I will be given a chance to. As a teacher, I was also trained to do paper works. 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, as a young leader in our community, I've learned to work with different people. I've been handling and conducting community projects that became a great help to the

people. These experiences developed me to be a planner and doer for the greater good of the people in the community just like what an educator aimed for. 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 related roles or jobs. 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.

Respectfully yours,


KIMBERLY C. LINA