

January 21, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Leyte Normal University
Baybay City, Leyte

Sir/Ma'am:

A pleasant day!

My name is Jessa A. Potot and I am reaching out to express my interest in applying as **Administrative Aide IV (Printing Machine operator I), Plantilla Item No. ADA4-117-2004 at Visayas State University**. I graduated at the University of Eastern Philippines Main Campus with a degree of Bachelor of Art in Political Science on June 2022. I am a Licensed Professional Teacher. I enrolled at the Northern Samar Colleges to earn units in Professional Education and took the Licensure Examination for Professional Teacher last March 19, 2023 held in Tacloban. Through God grace I passed the exam and garnered a rating of 81.60%. On September 24, 2023, I am one of the room watchers assigned in the Licensure Examination for Professional Teacher at in Catarman National High School.

My life experiences, baccalaureate degree and even my journey in earning my certificate in Professional Teaching Certification Program taught me to develop interpersonal skills that are convenient such as dealing with people which include effective communication, harmonious community interaction, respect in gender, beliefs, political and cultural differences. Aside from that, I am digital literate. To further develop it, I enrolled in an online training which are Basic Computer Skills and Data Management and Analysis. I would describe myself as someone who is eager to learn, committed, dedicated and has strong self-awareness. These characteristics help me even before to do my best despite of my shortcomings in life, and I know it will also help me to be an effective employee in the job I am applying.

I hope you will consider me to be part of the Visayas state University family. Thank you and God bless.

Respectfully yours,


Jessa A. Potot
Applicant