February 21, 2025

ATTY. KAREN ABEGAIL S. MONTERON
Director, Legal Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Atty. Monteron,

I am writing to express my keen interest in the Legal Assistant position at the Visayas State University. With a strong educational background in law and business administration, coupled with relevant experience in legal and administrative functions, I am confident in my ability to contribute effectively to your office.

I earned my **Bachelor of Science in Business Administration** from the **University of San Carlos** in 2002 and completed my **Bachelor of Laws** at the **University of Southern Philippines** in 2010. Additionally, I passed the **Civil Service Professional Examination** on **December 7, 2002**, qualifying me for government service.

My professional experience includes serving as an **Administrative Consultant** at **EBH Learning Center**, where I was responsible for drafting contracts for hired teachers, negotiating lease agreements, and ensuring compliance with labor and data privacy laws. Moreover, as a **member of the Lupong Tagapamayapa** of **Brgy. Zone 2, Baybay City**, I participated in several **law enhancement training programs**, further strengthening my knowledge in mediation and dispute resolution.

I am highly organized, detail-oriented, and committed to upholding legal and ethical standards in all aspects of my work. I believe that my legal knowledge, administrative experience, and dedication to service make me a candidate for this role. I would appreciate the opportunity to discuss how my qualifications align with the needs of your department.

I am available at your most convenient time and can be reached at **09089037449** or via email at **clfsamson@yahoo.com**. Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

Cherry Lyn F. Samson