

JULY 16, 2025

VISAYAS STATE UNIVERSITY

Ma'am / Sir:

I am expressing my keen interest to apply for the position as any administrative job available in your prestigious university. I believe my qualifications, professional experience, and dedication to serve the public have prepared me in this task.

I have a bachelor's degree in Secondary Education major in Mathematics at the Visayas State University-Isabel, Isabel, Leyte. I believe that my college degree enhances my skills in organizational skills.

My work experienced as a Teacher in private school and a Human Resource Officer have honed my professional career to which can provide greater help in your institution. With all of my work experience either teaching or administrative, these all will surely contribute to the aforementioned government agency.

I look forward to having interview with any recruiting personnel for giving me a chance. Attached herewith are my pertinent documents for your reference.

Regards,

CHRISTIAN P. CENIZA

Applicant