

August 5, 2022

Lorelle S. Cagande
San Antonio, Duero, Bohol
+639777798029
loree.cagande@gmail.com

MARIA ROBERTA S. MIRAFLOR
Director
Office of the Head of Records and Archives
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Miraflor:

Good day!

I am Lorelle Silmaro Cagande, 26 years of age from Brgy. San Antonio, Duero, Bohol. I graduated the degree of Bachelor in Elementary Education major in General Education last June 2017 and Master of Arts in Education major in Educational Management last February 2021, a Licensed Professional Teacher since December 2017. I would like to express my sincerest interest to apply on the Administrative Aide VI position in your good office.

I was an elementary teacher for more than four years. I have no working experience yet in administrative aide position but I will give you an assurance that I will execute my duty efficiently and wholeheartedly to meet your expectations. It is a great challenge for me though to learn new things so I can further build my confidence and perform well to the best of my abilities and your expectations. I can assure you that with my earnest desire to work and the knowledge and skills I gained from my undergraduate to graduate studies, backed-up with my job experiences can greatly help answer the needs of the position. I am also very willing to attend trainings and seminars to expand my knowledge regarding this position I am applying to.

For inquiry, it is my pleasure to contact me.

Thank you for your time and consideration.

Sincerely,

LORELLE S. CAGANDE
Applicant