

**LOURDES B. CANO**

Director, ODAS/HRM  
Visayas State University  
Baybay City, Leyte

Subject: Job Application for SUPERVISING ADMINISTRATIVE OFFICER

Dear Ma'am;

As mentioned above, I am stating my desire to secure the position of a Registrar IV that your institution is seeking for. I have finished my bachelor's degree in Business Management in Xavier University (Ateneo de Cagayan) in March 1998 and took up Supplemental in Education in Medina Foundation College in 2015, I also finished my Master Degree in Business Administration in 2013, have undergone TESDA trainings as a NCIII holder of Events Management and have served as an ABM teacher in Senior High School, a College Instructor in Management Subjects and an **LIS/SHS Coordinator/Student Record Management-SHS** in a private school I belonged to for Four years.

I passed the Licensure Examination for Teachers in March 2017 Majoring in Social Studies/Science and has started pursuing my graduate studies last 2017. I am currently enrolled under the program of Doctor in Management Technology major in Business Management at Eastern Visayas State University.

My educational background and my interest in the development of every individuals led me to join in different training programs which honed and develop my interpersonal skills.

In experience as a Senior High school teacher and a college professor, I taught SHS and College students. In the period of four years, I have given effective classroom management, dynamic activities, well-constructed and student centered lesson plans, detailed student evaluations and well-complimented instructional delivery. Managing the different abilities of my students proved a difficult but gratifying challenge. I facilitated interesting but equally challenging activities to maintain their interest of my high-level students without intimidating the less-skilled ones.

As a highly motivated and dedicated individual with strong communication and interpersonal skills, I believe that I have the attributes that makes me suitable for the said position.

Attached in this letter is my curriculum vitae which gives you the contact number of people who may know me for your reference.

It is my aim to match my range of experience with my ability to be a compassionate and dynamic individual who will make a positive contribution to the institution and to the community where it belongs. I would be happy to welcome an interview and hope to receive your favorable response to this application.

Sincerely,

Ms. Marifel L. Salaum  
Applicant