

May 02, 2024

Honey Sofia V. Collis
Director, Human Resource Management
Visayas State University
Visca, Baybay City, Leyte

Ma'am:

Greetings!

I am writing you to express my desire to apply for an Administrative Assistant II (clerk IV) position at Visayas State University. I have achieved my Bachelor's degree in Secondary Education major in MAPEH at Visayas State University in May 2014 and passed the LET in March 2015. I have also passed the clerical exam that was conducted recently.

In the past years, I was an English Second Language Instructor to foreign students both young and adult through online and offline set-up. After my 1-year experience being an ESL teacher, I became a private senior high school teacher at Accedilla Technological Institute for 3 years. And last year, I was assigned at Mahayahay Elementary School as a Substitute teacher for almost 2 months and also became a substitute teacher at Gabas IS. Recently, I was became an enumerator of Philippines Statistics Authority during the conduct of the CBMS 2021 and CAF 2022 survey. The years of experience that I have obtained from the different schools and institutions brought me plenty of learning especially in giving instruction and supervision. My former colleagues taught me how to professionally deal with various situations that have got something to do with school matters such as dealing with the parents and guardians of the students. I also learned how to deal with people with diverse cultural backgrounds. Also, I've learned how to adjust and how things work. Though I don't have enough experience with regards to clerical position but still I have the willingness to be trained and perform the job to the best of my ability.

With my experiences, I am confident that I am ready to work and do the responsibilities of any job given to me and I know that your reputed school can give me an opportunity to continue to develop myself professionally. I am willing to undergo series of workshops and lectures if you ask me to do so when you hire me. I am hoping that you will give me an opportunity to have my career in your reputed school. Thank you for considering my application. I am waiting for your positive response.

Sincerely yours,

FLORA MAY I. NOPAL
Applicant