

October 20, 2022

Dr. Charis B. Limbo
Director
Institute of Human Kinetics
VSU, Visca, Baybay City, Leyte

Good Day Ma'am,

I have read a post on the VSU HRIS website that you are looking for a Administrative Aide III. I am writing to express my interest in this position, it will be an honor for me to give my utmost services as good example for young generation in your institution. Knowing that during this times of Pandemic we are need worker that is willing to face difficulties just to fulfil the duties and I can say that I possess all the attributes that a Administrative Aide should have.

I graduated at Visayas State Univeristy with Bachelor of Secondary Education Major in Biological Sciences and passed the Licensure Examination for Teachers. I am currently enrolled with my Master of Education major in Natural Sciences at Franciscan College Immaculate Conception. Upon seeing the core qualifications of the job. I am confident that I am qualified candidate. I have a natural ability to manage workloads and daily task to ensure the safety of the documents. I am flexible, detail-oriented and can work as part of a institution without problems and I am also a computer literate person that can embrace 21st-century.

Working in Institute of Human Kinetics for almost one year as Deputy Document Records Controller (JO) I just realized that I grew as a person and I believe that I am ready to take the responsibilities as I have already equipped myself with a strong interpersonal skills and learning which I gained through the series of lectures that I attended in the past.

Hoping for your positive response and I am willing for an interview at your most convenient time. Thank you for considering my application. You can reach me with this contact number and email.

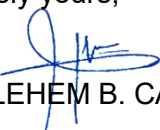
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Thank you and more power!

Sincerely yours,


BETHLEHEM B. CATORCE