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February 14, 2025

KAREN ABEGAIL S. MONTERON
Director, Legal Affairs and Services
Visayas State University
Visca, Baybay City, Leyte-6521

Dear Atty. Monteron,

I am writing to express my interest in the position of Legal Assistant II as advertised. I am a graduate of Bachelor of Science in Economics, which I believe is an allied degree that meets the qualifications you are seeking for this role. With seven years of experience working as an administrative staff across multiple departments, I am hopeful that I possess the necessary skills and background to contribute effectively to your team.

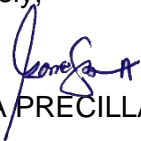
My professional experience has allowed me to work in various capacities, including more than eight months with the University Student Services Office (USSO), nearly three years in the University Registrar's Office, over one year in the Department of Civil Engineering, and almost three years in the Department of Teacher Education, which has since been split into the Department of Secondary Education and the Department of Early Childhood and Elementary Education, both under the Faculty of Teacher Education.

Throughout these roles, I have gained a wide range of administrative skills, including document management, data entry, coordination of departmental tasks, and providing support to both students and staff. My experience across diverse departments has honed my ability to adapt quickly to different workflows, while ensuring efficiency and accuracy in all tasks. Additionally, my background in Economics has equipped me with strong analytical, problem-solving, and organizational skills that I believe are essential for the Legal Assistant II position.

I am hopeful that my administrative experience, along with my academic background and dedication to excellence, make me a suitable candidate for this position. I am excited about the opportunity to contribute to your team and support the legal department's operations.

Thank you for considering my application. I look forward to the opportunity to further discuss how my qualifications align with your needs. Please feel free to contact me at **09503433604** or via email at **precilla.balo@vsu.edu.ph**

Sincerely,



MARIA PRECILLA B. GORRE