

JANUARY 4, 2025

ALELI A. VILLOCINO

Vice President for the Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to express my interest in the position of Administrative Aide VI. I earned my bachelor's degree in Physical Education and Health from Leyte Normal University in July 2023 and passed the Licensure Examination for Teachers that same year.


After graduating, I gained valuable experience as a volunteer teacher at a public school. This role was instrumental in helping me build positive relationships with a diverse range of individuals beyond young learners. My experience has trained me to adapt quickly and think on my feet, ensuring positive outcomes even in challenging situations.

I have also enriched my knowledge through lectures, as well as by attending various seminars, webinars, training sessions, and internships. Committed to continuous learning, I am currently pursuing a master's degree at Eastern Visayas State University, Main Campus.

I am confident that my experience and skills make me a valuable asset to your department.

Thank you for considering my application.

Sincerely yours,


TRISHA MAE G. CERENA, LPT
Applicant