

August 3, 2023

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay Leyte

Dear ma'am Colis,

Good day!

I am writing to express my interest for applying the vacant position as Administrative Assistant II (Budgeting Assistant) ADAS2-80-2023 in your office. Currently I am working online as Virtual Assistant.

I am Monette R. Salvo, I graduated with the degree of Bachelor of Science in Biology at Western Mindanao State University in Zamboanga City. I took up Bachelor of Laws at Southwestern University in Cebu City. I also have units in Educations and obtained the supplemental units at St. Theresa's College in Cebu City and finished at Leyte Colleges in Tacloban City. I passed the Career Service Professional Eligibility last June 19, 2022 with the rating of 80.32%. I took up short courses in NC II in Food & Beverages Services and NC II in Cookery at Philippine Women's University in Baguio City.

I been working for 25 years now, I have been in Sales industry for 6 years, 5 years in teaching as pre-elementary teacher aide, 13 years as administrative worker and 1 year in BPO industry as Customer Service Representative. I have been traveling to different places that is why I can speak different dialects such as Tagalog, Cebuano, Ilonggo, Waray, Tausog and Chavacano. I strongly believe that with my experience and educational background, I can contribute more in the organization. I possess a diverse range of skills that makes me a valuable candidate for any role or position. On the technical side, I am a computer literate as I have been exposed to various Microsoft office tools and programs. In addition, with regards to my work ethics, I am able to do multi-tasking jobs and can easily adapt to the environment. I have great attention to details through active listening. I see to it that I can finish the job within the time frame. And most of all I constantly display a positive attitude towards my work.

I am hoping to receive a positive response from your office soon and here is my mobile phone number **0909-852-3015**, please contact me anytime and I am more than happy to be interviewed in your most convenient time. Thank you and more power to you all.

Respectfully yours,

Monette R. Salvo