

March 28, 2024

Visayas State University
College & University
Visca, Baybay, Philippines
Baybay City, Leyte

Dear VSU,

Good day!

I'm writing to convey my desire to apply for Administrative Aide I position in your prestigious university.

I am a Licensed Professional Teacher and I graduated with a degree in education from the Visayas State University and passed the Licensure Examination for Teachers last December 7, 2023. In addition to various tutoring sessions with children, I have some employment experience with the City of Baybay's Human Resources Department and Department of Agrarian Reform. I completed my student internship in Baybay National High School, Gabas Integrated School and VSU Integrated High School.

I am looking for job opportunities, and your job profile has caught my attention. I have constantly gone above and beyond what was required of me to fulfill my obligations. Given my background and experiences, I strongly believe that I am fit for the position. Your university has a great reputation, and I would love to work for such a prestigious university.

I am willing to call for an interview at your most convenient time. For any further information, please contact me at angelicamalaras22@gmail.com or angelicamalaras@myyahoo.com and 09207143555.

I look forward to hearing from you.

Sincerely,


Angelica Malaras