

Cyra Karel L. Acasio
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July 3, 2023

Ms. Winter A. Dy
Campus HR Director
University of Cebu Lapulapu and Mandaue
A. C. Cortes Ave., Looc,
Mandaue City, 6014 Cebu

Dear Ms. Dy,

I am writing to apply for a staff position in the College of Teacher Education Dean's Office at the University of Cebu Lapulapu and Mandaue. I recently completed my Bachelor's degree in Education majoring in English at the University of Cebu Lapulapu and Mandaue.

I am highly motivated and enthusiastic about contributing to the College of Teacher Education's mission. Throughout my academic journey, I have demonstrated a strong commitment to personal growth and professionalism. I always strive to carry myself with the best attitude and behavior, reflecting positively on the institution I represent.

With my educational background and dedication to maintaining a positive demeanor, I believe I can effectively provide valuable support to the Dean's Office. I am a quick learner, adaptable, and possess strong organizational skills. I am confident that my attitude, attention to detail, and willingness to contribute will make me a valuable addition to the team.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss my application further and demonstrate my commitment to the success of the Dean's Office.

Thank you for considering my application.

Yours sincerely,

Cyra Karel L. Acasio



Cyra Karel Acasio

Graduate - Bachelor of Secondary Education Major in English

"As recent graduate of Bachelor's degree in Education, I am eager to expand hands-on experience in the field. Enhance communication skills and experience in lesson planning, curriculum development, and classroom management. Passionate about helping students achieve their full potential and fostering a love of learning. Seeking a position where I can apply my skills and make a positive impact on students' lives."

Personal Data

Age: 22

Birthdate: September 11, 2000

Sex: Female

Religion: Roman Catholic

Civil Status: Single

Contact



Phone

+63 916 598 8953



Email

cyrakarelacasio9719@gmail.com



Address

Purok 3 Gumamela, East
Binabag, Tayud, Consolacion,
Cebu, 6001

Expertise/Skills

- Teaching Skills
- Computer Literate
- Creative Thinking Skills
- Content Creation Skills
- Interpersonal Skills
- Adaptability
- Time Management

Language

- English
- Tagalog
- Bisaya

Education

COLLEGE (2019-PRESENT)

- UNIVERSITY OF CEBU LAPU-LAPU AND MANDAUE
BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH
A.C. CORTES AVE., LOOC, MANDAUE CITY, CEBU

SENIOR HIGH SCHOOL (2017-2019)

(GENERAL ACADEMIC STRAND)

- OUR LADY OF RULE CATHOLIC LEARNING SCHOOL INC.
JUGAN, CONSOLACION, CEBU

JUNIOR HIGH SCHOOL (2013-2017)

- TRADE-TECH INTERNATIONAL SCIENCE INSTITUTE INC.
COGON, COMPOSTELA, CEBU

ELEMENTARY (2007-2013)

- ST. CLARE LEARNING CENTER
TAYUD, CONSOLACION, CEBU

Experience

2023

Student Teacher (Grades 8 & 10)

Mandaue City Comprehensive National High School

- Facilitated classroom activities, including discussions, group work, and individual assignments.
- Observe and assist the cooperating teacher in planning and delivering lessons to students.
- Assist with assessing student learning, including grading assignments, projects and providing feedback to students.
- Engage in reflective practice by analyzing teaching strategies and student learning outcomes and making adjustments to improve teaching effectiveness.
- Complete administrative tasks as needed, such as keeping records of student attendance and behavior.

Affiliations

UNIVERSITY OF CEBU LAPU-LAPU AND MANDAUE

- League of Determined Individuals Member (Dean's Lister) - (2020-2023)
- Literary Club Member - (2019-2023)
- TEC Forum Layout Artist - (2019-2021)
- TEC Forum Editor-in-Chief - (2021-2023)
- Looc READS (Reading Engagement and Development Service) Program Volunteer - (2022-2023)