23 Don P. Campos Street

Barangay Central West

Municipality of Bauang

2501 La Union

July 2, 2025

**CHRISTINE NABOR-FERRER**

Director IV

Commission on Higher Education - Regional Office I

Brgy. Sevilla, San Fernando City, La Union

**Dear Director Ferrer:**

Greetings!

I am writing to express my interest in applying for **any administrative position that matches my qualifications** in your office. I graduated with a **Bachelor of Science in Business Administration major in Financial Management** from Saint Louis College, City of San Fernando, La Union, and I graduated **cum laude**.

As part of my training, I completed 379 hours of internship at the Department of Social Welfare and Development Field Office 1, and 170 hours at ORIX METRO Leasing and Finance Corporation – Metrobank Group. During these internships,

I assisted in handling office files, arranging financial documents, and supporting various administrative tasks. These experiences helped me develop attention to detail, a sense of responsibility, and the ability to manage time well and work under pressure.

I also worked as a Billing Clerk (Job Order) at Ilocos Training and Regional Medical Center, under the Finance Division – Billing and Claims Department. I helped prepare and release statements of account, checked and encoded billing records, and assisted with PhilHealth document processing. As a frontliner, I also communicated directly with relatives of patients, outpatients, nurses, and nursing attendants regarding billing and claims-related concerns. My contract ended on June 30, 2025.

I am familiar with Microsoft Office applications, organized, willing to learn, and quick to adapt to new tasks. I also value teamwork and always do my best to help keep the workplace smooth and efficient.

Thank you for taking the time to consider my application. I would be grateful for the opportunity to serve and contribute to your office.

Respectfully yours,

Jezlyn Pearl S. Rosario