

LETTER OF INTENT

Hannie Grace D. Moraleta
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March 25, 2024

Mr. Nolito D. Crebillo
School Head
Tolosa Stand-Alone SHS

Dear Mr. Crebillo,

I am writing to formally express my intent to apply for the **ADMINISTRATIVE SUPPORT STAFF** position as advertised by DepEd Leyte Division. My name is Hannie Grace D. Moraleta, and I am a graduate of Secondary Education with a major in Social Studies from Leyte Normal University, where I graduated CUM LAUDE.

I possess relevant administrative support experience that aligns well with the qualities and talents you are seeking for this position. During my tenure as ASSISTANT PROJECT MANAGER at Korea Food for the Hungry International, I undertook various responsibilities including community linkages support, training facilitation, document management, and presentation preparation, where I excelled particularly in the latter. Additionally, I have honed these technical skills further during my time as a SALES SUPERVISOR at Personal Collection Direct Selling Inc., Baybay Branch.

I am particularly drawn to your institution because of its esteemed reputation. As a graduate of education, I am keen to immerse myself in the learning opportunities your institution offers.

Attached to this letter is my resume for your reference. Please do not hesitate to contact me for any further discussion regarding my application. Thank you for considering my candidacy, and I eagerly await the opportunity to hear from you.

Warm regards,

HANNIE GRACE MORALETA
Applicant