

Below are Ayop's critique and suggestions for Ms. Banguis' cover letter and curriculum vitae.

Cover Letter

1. A cover letter is a professional document that would let your employer decide whether to give you a chance or not. When writing a cover letter, it is essential to have a complete heading: 1) your complete contact details, 2) the application date, 3) and the recipient's complete address.
 - Ms. Banguis forgot to put the date.

Lesly L. Banguis
P- 2b Lumbo,
Valencia City, Bukidnon
0953240031
lyiahban@gmail.com

This part is already great, but it'd be nice to put your zip code to complete the address.

October 29, 2021 (the date should be in here)

Ramilito Paloma
Principal
Valencia National High School
Valencia City Bukidnon

The recipient's address should also have a zip code. (8709 for Valencia City.)

2. What should be in the body part:
 - "Dear Mr. Paloma:", Ms. Banguis forgot to put the ":"
 - Ms. Banguis clearly and properly indicated why she's interested in the company and where she saw the job posting. She also stated her qualifications and work experience well.
 - Overall, Ms. Banguis did a good job in the body part.

Dear Mr. Paloma :

Greeting of Peace and Prosperity!

Please accept my application for the teaching assistant position advertised on your fb page. I would like to continue to develop my teaching skills while creating a challenging and fun learning environment for students. The secondary school age group is particularly appealing to me, because students are very impressionable, interested in learning, and open to new concepts.

I am very well qualified and would be an asset to the school because of my experience working as an office assistant and English tutor. I have worked with both elementary and middle school teachers, as well as with camp directors to develop curricula that meet the needs of students.

I enjoy tutoring students and helping them build confidence in their ability to achieve, both academically and socially. In addition, I have artistic and computer skills that will be an asset when developing class projects.

Thank you for considering my application. I would appreciate the opportunity to interview and look forward to hearing from you in the near future.

- There should be spaces between the ending salutation and the applicant's name for the signature, other than that, everything's great.

Sincerely,
At least three spaces between here
Lesly L. Banguis

Applicant

Curriculum Vitae

- I am not sure if it's because of my phone but her CV looks all over the place. It is not properly centered or lined, if it's just because of my phone then everything's good.
- She had properly stated her contact information, objective, and her 2x2 picture in the first part of the CV, which could easily help the employer see her basic information.
- Her CV might look bare and simple but it is great since over-exaggeration may lead her to look *too* 'attention-seeker'.
- Aside from fixing the layout to look more put-together, there is nothing more to change.



LESLY L. BANGUIS

Professional Goals

I aim to be part of your company and to apply my skills especially in Communication. I can work under pressure without supervision.

Get in touch!

Mobile:
09532460031
Email:
lyiahban@gmail.com

Work Experience

Office Assistant
Valencia City Water District

Online English tutor

Address: P-2b lumbo, Valencia City, Bukidnon Academic History

Valencia City Central School
Certificate of Completion (2011-2012)

Valencia National High School
Certificate of Completion (2017-2018)
- With Honor

Central Mindanao University
Graduated 2022-2023

Specializations Languages	Spoken
- Public Speaking	- Filipino and English
- Communication	
- Computer Literate	
- Interpersonal Communication	