

January 16, 2020

LOURDES B. CANO

Director, Administration and
Human Resource Development Office
Visayas State University
VISCA, Baybay City, Leyte

Dear Ma'am;


Good day!

I am pleased to submit my resume for consideration for the available Registrar IV position with your university. Given my background as a crime registrar at La Paz Municipal Police Station for more than 5 years, I feel I am in a great position to fill the vacancy. At the same time, I am an Assistant Operation and Assistant Police Community Relations Personnel which actively engages with the community.

Regarding my educational background, I studied Bachelor of Elementary Education which I graduated last March 2013 from Leyte Normal University, Tacloban, City. Moreover, I finished Master of Arts in Instruction and Supervision (now Master of Arts in Education) last April 2018 at Eastern Visayas State University, Tacloban, City.

Please feel free to contact me at your most convenient time thru 09663645813. And I would appreciate it very much then, if you can give appropriate action regarding my application.

Very respectfully yours,


ERIKA MARIE P. MOLON