

Atty. Raquel Q. Calesterio-Grande
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0927-310-8916



Honey Sofia V. Colis
OIC-Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Director Colis:

May I have the honor to apply for Attorney IV position with Plantilla Item No. ATY4-8-2010 in your good office.

I am Raquel Q. Calesterio-Grande, a lawyer with Juris Doctor degree from Southwestern University Pinma, Cebu City. Also, I am a BA Communication Arts graduate from the University of the Philippines, Tacloban College.

With my solid academic background, strong research and writing skills and a genuine interest in applying my knowledge, I believe I would make a significant contribution to your reputable office.

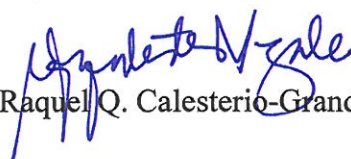
My legal experience includes actual case handling, moot court debates and court visitations. As a legal assistant I was intimately involved in different cases. I enjoyed analyzing the complex problems in the cases I worked on and playing a role in their successful resolution, which I found extremely rewarding.

The intensive writing I did as an undergraduate assisted me in writing strong, concise reports on my research for my internship. In law school, I have made great strides in raising my legal research and writing to a higher level, and I am enthusiastic about bringing these skills to a position commensurate to my qualifications.

As a current Administrative Officer in Commission on Audit Regional Office No. VIII, I developed programs and projects, mobilizes and manage resources, both material and human, as I spearhead the Recruitment and Promotion Section of the Commission.

I would love the opportunity to gain a perspective on what constitutes a persuasive and fulfilling work. I would welcome the opportunity to meet with you to build a network of reciprocal, high trust and synergistic working relationship among employees within your reputable office. Thank you for your consideration of the enclosed Personal Data Sheet and I look forward to hearing from you.

Sincerely,


Atty. Raquel Q. Calesterio-Grande