

April 9, 2021

MARWEN A. CASTAÑEDA  
University Registrar  
Registrar's Office  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Mr. Castañeda,

I am writing to apply for the Registrar II position which is posted on your website. It is my goal to work in Baybay, Leyte permanently and be able to live near my parents.

The role is very appealing to me, although I may not have the experience related to this job, I believe that my strong social and technical experiences and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- I am trainable and have the ability to work with minimal supervision.
- I have 5 years of experience in Community Facilitation and Empowerment for Sub-Project Implementations under KALAHÍ-CIDSS: NCDDP, a core program of Department of Social Welfare and Development or DSWD
- I strive continually for excellence in providing assistance to community volunteers, clients, partner agencies and LGUs.
- I provide exceptional contribution through facilitation of trainings and seminars for community volunteers.

With a BS degree in Clinical Psychology, I have a comprehensive understanding of mental and behavioral health. I also have experience in learning and applying new technologies as I have also experienced working in BPO industry as Customer and Technical Support Representative. Please see my resume for additional information on my job experiences.

I can be reached anytime via email at [dia.tenaja@gmail.com](mailto:dia.tenaja@gmail.com) or through mobile phone, 09070584860.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,  
*Dailine M. Tenaja*