

Mary Claire Macariola Carlon

HR PROFESSIONAL & LIFE COACH

Date:

February
Tuesday 02/15/2022

To:

DR. DANIEL LESLIE S. TAN
VP for Admin and Finance
VSU, Baybay City, Leyte

Thru:

MS. HONEY SOFIA V. COLIS
Administrative Officer V
OIC Director, HRM

Dear Dr. Tan,

Greetings!

I am respectfully applying to the effect of the position of Supervising Administrative Officer (Human Resource Officer IV) at the Office of the Director for Human Resource Management.

I believe that my strong experience, skills and education will make me a very competitive employee. I am a Professional Life and Mental Health Coach, Certified by Global Institute of Coaches and Entrepreneurs, Texas, USA. I am highly pro-active, and results-driven Administrative and Human Resources professional, who enjoys being part of an energetic and dynamic team. I come to you with a reputation as a strong and committed worker, who has a very good understanding human resources processes and administrative management, with more than 15 years of experience, 10 years of which was in Singapore. Furthermore, I have the capability to multitask and work under immense pressure. I am also a fast learner with ability to use Microsoft Office latest editions.

I have attached my resume and very much hope that you will take the time to review it. I would like to discuss my qualifications and skills with you and answer any questions you may have. I can be reached any time at 09451872076, either during or after regular business hours. Please feel free to contact me anytime as regards an interview.

Thank you very much.

Sincerely yours,



Mary Claire Macariola Carlon
Applicant