

CHELSEA DIMPLES A. TIOPEs

Brgy. 62-A Blk 3 Lot 10 Kadunggan Village, Sagkahan Tacloban City, Leyte
catiopes@up.edu.ph / 0969 127 9417

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HONEY SOFIA V. COLIS
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear, Ms. Honey Colis

I am writing to express my interest in the Administrative Aide IV (Clerk II) position at the Office of the Director for Human Resource Management. I saw the job posting as I was browsing on the Civil Service Commission website.

For a number of reasons, I believe that I am an ideal fit for the position. First, I have an extensive understanding of organizational behavior, organizational psychology, and human resource management from my Bachelor's degree. Second, I am experienced with administrative work from holding several leadership positions in university organizations. Lastly, I have proficient oral and written communication skills from years of research writing and organizing events. I am also a highly motivated person who can multitask, learns fast, is highly collaborative, and is digitally literate.

I am intent on starting my work-life journey at your office. I would love the opportunity to apply my knowledge and experiences and enrich my practical skills.

Enclosed are copies of my application requirements for your consideration. I am looking forward to your response. Please feel free to contact me on weekdays from around 9:00 am to 5:00 pm as I am best reached at these hours.

Respectfully,



Chelsea Dimples A. Tiopes