

Date: November 22, 2023

TO: HONEY SOFIA V. COLIS
OFFICE OF THE DIRECTOR
FOR HUMAN RESOURCE MANAGEMENT
G/F Administration Building
Visca Baybay City, Leyte

Thru: **CHONA A. BRIT, RGC**
OIC, DEAN
Dean of Students Office
Visayas State University
VISCA, Baybay City, Leyte

Dear Ma'am:

Greetings!

I would like to express my sincere interest in the Guidance Counselor III position in your institution, posted in your university website bulletin of vacant positions through internet searching.


I am Charlene C. Pita. I graduated with a Bachelor of Science in Psychology with a major in Guidance and Industrial from the University of San Carlos, Cebu City, in 1991. After completing my Baccalaureate Degree, I chose to work as a guidance counselor at St. Peter's College of Ormoc for 20 years. I have learned various aspects of the guidance field, and it has helped me both in my professional and spiritual growth. I finished my Master of Arts in Guidance and Counseling on October 20, 2015, at the University of Bohol, Tagbilaran City, and passed the PRC Board Examination in Guidance on August 3 and 4, 2018.

I currently hold the position of Instructor I and Guidance Designate at the EVSU Ormoc Campus. I worked as a guidance counselor at a private school for 20 years before I transferred to a government agency. I have experience teaching as a Humanities and Social Science Senior High Teacher II at Dolores National High School, DepEd Ormoc City Division. I was a values education teacher for grades 7 and 8 for 3 years in secondary high school at Ipil National High School.

It would be an honor for me to start my career in another challenging job at your institution. I have polished my expertise through different job trainings, work experiences, and participation in many seminars and workshops on the latest trends and developments related to my field to enhance my knowledge and skills in counseling. I anticipate that my experience will be beneficial to your institution. I am a hardworking, smart, responsible, and dedicated worker, and I can easily work in a new, challenging job. I also believe and know that my qualifications prove my ability to fit the role you are looking for.

I welcome the opportunity to discuss with you personally how my abilities and strengths can best serve your institution at your most convenient time. You can reach me at the following mobile number: +639190085186 (smart) and email address: charlenepita14@gmail.com. Thank you for your time in considering my application.

Sincerely,


Charlene C. Pita
Applicant

