

February 2, 2024

EDGARDO E. TULIN
OIC-Vice President
Administration and Finance
VSU- Main Baybay City

Thru:

HONEY SOFIA V. COLIS
Director, HRMO

Dear Sir:

Greetings!

It's a great pleasure to apply in your good office as Administrative Officer II position. I graduated in the year 2017 at Visayas State University-Alangalang as one of the Latin Awardees. University itself has given me lots of opportunities to go out of my shell and be aware of these diversities we have in our learning environment.

My work experience was qualitative and comprehensive. I am part of the Human Resource Team in a healthcare sector for more than 2 years. Currently I'm the OIC-Human Resource Officer of United Shalom Hospital. Prior to that, I have been employed in a Business Processing Outsourcing Industry for almost 3 years. These work experiences have been helping me in boosting my skills and knowledge in administrative works and handling people.

Moreover, I am willing to be interviewed at your most convenient time.

Thereby, I'm looking forward to your positive perusal.

Sincerely yours,


CHRISTENED GRACE C. CATINDOY
0945-2165-101
Christenedgracecatindoy.12@gmail.com