

January 24, 2022

DR. EDGARDO E. TULIN

University President
Office of the President
Visayas State University
VisCA, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

OIC-Director
Office of the Department of Human Resource and Management
Visayas State University
VisCA, Baybay City, Leyte

Dear **Dr. TULIN**,

Good day!

I am writing this letter to express my interest to apply for the position as Administrative Officer II under the Office of the Graduate School, Visayas State University.


I am a post graduate of Masters of Management Major in Business Management with 39 units taken in Visayas State University and a graduate of Bachelor of Science in Agribusiness from the same University in Visca, Baybay City, Leyte. Additionally, I am a CSC Professional Eligibility passer with a rating of 81.68%. As for my work experience, I have been working under government agencies as a Science Research Assistant for 8 months in Biliran Province State University (erstwhile Naval State University), a Business Counsellor under the Negosyo Center Program of the Department of Trade and Industry (DTI) for 2 years and has been a Marketing Officer under Rodriguez Burger and Bread in Ormoc City. Currently, I am looking for a working environment so that I can put to use my existing skills, knowledge and experiences.

Moreover, I honed my interpersonal skills through customer service, clerical responsibilities (in-phone, telephone, and electronic correspondence), engaging talks and meetings with LGU Officials and by assessing and responding to the various tasks a vibrant work environment brings. I look forward to learning the needs of your organization and providing quality service for clients and employees alike. Furthermore, my research skills were polished through continuous learning, series of trainings attended and actual experiences including data gathering, data collation as well as data analyzing.

I believe that I possess the character and experience to excel in the position that will be given to me. Not only am I well organized but I have a passion for creating positive and productive working environments. I believe that I will have a significant impact on the daily operations under my alma matter, Visayas State University.

I look forward to hearing from you about the progress of my application. If you have any further questions or require any additional documentation, please contact me through these following numbers: 0926-072-0705/0949-342-1078 or thru email hazelmaydelatorre@gmail.com. Thank you for your time and consideration.

Sincerely yours,



HAZEL MAY V. DE LA TORRE
Applicant