

CHRISTIAN C. GUY-AB

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February 7, 2023

Honey Sofia V. Colis

OIC Director, ODHRM

Visayas State University

Dear Ma'am/Sir,

I am interested in applying as **Administrative Officer II** in your highly respected department, Human Resource Management Office. I saw the most recent job posted in your page and I believe I am one of those who are suitable for that position.

I finished a degree in Bachelor of Secondary Education major in Biological Sciences at Visayas State University last June 2020. I've experienced working as an Enumerator during the 2021 CBMS Pilot conducted in Baybay City. I have been part of CBMS Data Processing 1 and 2 last February 2022 and as a Map Data Processor. I am a Licensed Professional Teacher. I'm confident that my skills and experience could make a great contribution in your office. I am also willing to do extra work that you will give to gain more experience. I am confident that I can manage the tasks that will be assigned to me, especially the ones that can help this organization achieve efficiency and excellence, as it is their core mission and vision.

I would appreciate the opportunity to discuss my qualifications in person at your earliest convenience. I look forward to speak with you about this work opportunity. I can be reached anytime via email at christianguyab1@gmail.com or by cellphone, 09515004910.

Thank you for your consideration.

Sincerely,

Christian C. Guy-ab

Job Applicant