

August 11, 2021

Dilberto O. Ferraren

Office of the Vice President for Planning, Resource Generation & Auxiliary Services

Visayas State University (VSU)

Visca, Baybay City, Leyte 6521

Dear Mr. Ferraren,

I am writing you regarding the Administrative Officer V opening listed on the Civil Service Commission website. I believe that my background and leadership skills will make me an ideal fit for the job and that this would also be a great opportunity for me to further develop my knowledge and qualities.

I have over 4 years of supervisory experience in the full-cycle recruitment field, with responsibilities ranging from managing performance of 15-20 employees under my cluster, maintaining clear and open communication with employees and clients, as well as handling monthly office supplies for the business unit. I also bring a comprehensive set of skills, from interpersonal skills to data analysis and management, that will be valuable to Visayas State University. I thrive under pressure and has proven numerous times my ability to work in a fast-paced environment while maintaining a professional and friendly mindset.

I have attached my resume for your perusal and for a more in-depth illustration of my employment history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience and discuss how my personality and background fit the Administrative Officer V position.

In closing, I would like to thank you for taking the time to review my application and I look forward to hearing from you soon.

Sincerely,



Fernan E. Cinco

Senior Team Manager, HSS-PSG

PSG Global Solutions