

Balud Capoocan, Leyte
April 12, 2021

Ms. Honey Sofia V. Colis
OIC Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Ms. Colis:

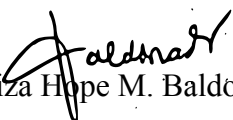
I am writing this letter to express my interest for the Registrar II position in your highly esteemed university. Though I may be currently employed, I am actively seeking for better opportunities-- I want to be part of a team where I can assiduously apply my skills and maximize my potentials as an employee and I can see myself achieving that in your organization.

I have been working as a banker for three and a half years now and I have been assigned to three different positions already. I know this is a very different career from what I am applying for however, I can assure you that I can definitely apply my clerical and organizational skills for this position. Moreover, I have also experienced working in a university as an employee in the budget office of Eastern Visayas State University- Carigara Campus. Furthermore, I am very willing to undergo seminars and trainings to improve my skills. I can multi-task, can work well under pressure and can harmoniously work in a team.

Please see my personal data sheet for additional information. I can be reached anytime thru email or text message.

Thank you so much for your time and consideration and I am looking forward to an interview appointment with you.

Sincerely,


Uelaiza Hope M. Baldonado