

February 8, 2024

EDGARDO E. TULIN, PhD

OIC-Vice President for Administration and Finance

Thru: **HONEY SOFIA V. COLIS**
Director, HRMO

ELWIN JAY V. YU, MD, MPH
Chief of Hospital I

Dear Dr. Tulin,

I am thrilled to express my keen interest in the **Nurse I** position at University Services for Health, Emergency, and Rescue, as posted. With an extensive background in nursing and technical/customer support, I am genuinely excited about the prospect of leveraging my diverse skill set to contribute to the university's objectives and targets.

During my tenure as a job order nurse, I consistently prioritized service excellence, integrity, and professionalism, delivering compassionate care while maintaining unwavering adherence to ethical standards. My hands-on clinical experience has not only honed my effective communication skills but also equipped me with proficiency in utilizing electronic patient health records to optimize processes and alleviate workload burdens. Furthermore, my role as the Alternate Deputy Document Records Controller of USHER since 2019 underscores my strong grasp of administrative services management, documents and records management, and the utilization of information and communications technology (ICT).


I am genuinely eager to contribute to gender-responsive management initiatives and nurture an inclusive environment, drawing from my experience as a trained HIV PEER EDUCATOR. Additionally, I have the preferred qualifications, including extensive hospital experience and relevant certifications.

I am genuinely enthusiastic about the opportunity to bring my unique blend of skills, experience, and passion for service excellence to USHER. I am confident in my ability to make a positive contribution to the agency's goals.

Thank you for considering my application. I eagerly anticipate the opportunity to delve deeper into how my qualifications align with the university's needs.

Warm regards,

Sincerely,


ZARLIN JECEL Z. COMPENDIO, RN
Applicant