

Jurich Ashley Q. Baldicantos

Picas Norte, Javier Leyte

August 13, 2024

Honey Sofia V. Colis

Director, HRMO

Visayas State University

Baybay City, Leyte

Dear Director Colis,

I am writing to express my keen interest in the Administrative Officer II (Human Resource Management Officer I) position at Visayas State University. As a recent graduate with a BS in Statistics, I am excited to kick-start my career in Human Resource Management.

During my academic journey, I sharpened my analytical and organizational abilities—two crucial skills in HR. My statistics coursework has equipped me with a solid foundation in data analysis and enhanced my capacity to interpret complex sets of data for optimal presentation. These skills are paramount in the field of human resources management and can complement your decision-making abilities.

Throughout my time in college, I actively participated in various student organizations, refining my leadership and collaboration skills. These experiences have equipped me with the ability to efficiently manage projects and collaborate effectively, both of which are essential for the Administrative Officer II role.

I am particularly attracted to this opportunity at Visayas State University because of my deep familiarity with the institution's culture and principles, gained during my time as a student. I am confident that my knowledge of the university, coupled with my skills and enthusiasm, makes me a strong candidate for this role. I am eager to discuss how I can contribute to the ongoing success of your team.

Thank you for considering my application. I am available at your earliest convenience for an interview and can be reached at 0981436811 or jurichqb@gmail.com.

Sincerely,

Jurich Ashley Q. Baldicantos