

June 13, 2024

**HR Manager
Visayas State University
Baybay Leyte**

Dear Sir/Maám,

It is with great enthusiasm that I submit my application for the position of Administrative Aide VI. Through my 16-year career as HR practitioner, I've come to specialize in business partnering, organizational management, and grievance handling, and have led a wide range of employee engagement projects, Luzon, Visayas and Mindanao. As a strategic-minded problem solver, I am highly familiar with talent recruitment and selection, learning and development, and corporate social responsibility (CSR) programs, Labor relations, Compensation and Benefits and Employee relations. I've been able to leverage my experience to assess and anticipate an organization's HR related needs, as well as align employees' performance and HR agenda with business objectives.

To add, my 7years experience as Executive Administrator, helped me develop proper planning and time Management. As Executive Administrator, I organize our President's itineraries, schedule, data gathering, interact with clients on their behalf's and prepare presentation on their behalf.

To help the organization achieve their objectives, I was appointed as the Internal Quality Auditor (ISO 9001-2015) and as well handles the contract management review, prior endorsing to our legal Department.

I am confident that I have the skills and experience to be a successful Administrative Aide VI. I look forward to hearing from you soon with more information about the position.

Respectfully Yours,

A handwritten signature in black ink, appearing to read 'Maria Teresita J. Bestil', with a stylized flourish at the end.

Maria Teresita J. Bestil
Applicant