

February 6, 2025

**Rodante Bien A. Cabello**

0965-427-9341

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**Ms. Honey Sofia V. Colis**

Director, HRMD

VSU, Baybay City, Leyte

[jobs.vsu.edu.ph](mailto:jobs.vsu.edu.ph)

Dear Ms. Colis;

Good day!

I am writing to express my intention of applying for the position of Administrative Aide VI or any position that would deemed fit my qualifications. I was able to see your post at Civil Service Commission Website.

I am Rodante Bien A. Cabello, graduate of Bachelor in Food Science in Food Technology at Visayas State University. I was previously working at a Dressing Plant located at Brgy. Antipolo, Albuera, Leyte, a Toll Processing Company of San Miguel Foods Inc. as Plant Manager. Before I was promoted as Plant Manager, I was appointed as Quality Management Representative handling our ISO 9001:2015. I can cope easily with the new environment and task given to me.

During my years of employment, I was exposed to many challenge situations and projects with different government and non-government agencies. It is where I learned how to deal with different kind of people with different cultures and personalities. One of my greatest achievements when I became head of a company with the implementation of Quality Management System Standard (ISO 9001:2015) for years in a row. I believe that my and educational attainment and experience as Quality Control Officer which focus on Good manufacturing practices and sanitation of establishments and exposure to Quality Management System Standard and Food Safety Compliance (ISO 2200) will be relevant to this position I am applying for.

Thank you for taking time to learn more about my professional background and I am excited to have this opportunity.

I appreciate your consideration and look forward to hearing from you soon.

Sincerely,

**Rodante Bien A. Cabello**

Applicant

