

April 12, 2021

MS. HONEY SOFIA V. COLIS.
OIC Director, ODHRM
Visayas State University
Baybay City, Leyte

Dear Ms. Colis,

Greetings!

I am writing to you regarding your advertisement for the Registrar II opening. My interest in the position stems from my belief that I have the right relevant experience, communication skills, and strong work ethics that will make me a good candidate for the said position.

To date, here are my strongest abilities:

- I have a background in being a part of Human Resources as well as assisting in different projects that helped the employees of the company.
- I have been a part of Recruitment and Training and Organizational Development. I also have a background in Employee Engagement and Labour Relations.
- I continuously strive for excellence and learning;
- I provide exceptional customer service for all the clients that I face – employees and applicants alike.

With a degree in BS Psychology from Polytechnic University of the Philippines, I have experience and a full understanding of improving employee and customer relations by making sure to be available for them should they need any assistance. I also have experience in learning and applying new learnings and technologies to my role as appropriate.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. Although I do not have experience in being a Registrar, I believe that my willingness to learn will help me keep up and provide the necessary requirements for the job.

In closing, I would like to thank you for your time and attention, and I hope to have a chance to discuss this open position with you.

Sincerely,



Guada Mae R. Silvano
0965 275 9615
Guadasilvano98@gmail.com