

August 13, 2021

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

Dear Ms. Colis,

Greetings!

I am writing to you regarding your advertisement for the Education Research Assistant I opening for the Office of the Graduate School. 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:

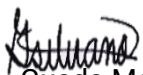
- I have a background in being a part of Human Resources as well as assisting in different projects that helped the employees of the company.
- I have been a part of Recruitment and Training and Organizational Development. I also have a background in Employee Engagement and Labour Relations.
- As part of my job in Training and Organization Development, I have been assigned to do posters for various trainings and projects of the department.
- 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. I feel that being a part of the Office of the Graduate School of VSU will be mutually beneficial as my educational background, HR experience, and qualifications will make me a perfect fit for the Education Research Assistant I position. This opportunity will also allow me to refine my skills in a new working environment coming from a private company.

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