

Marjazie Joella Barrera
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Honey Sofia V. Colis
Director, HRMO
Visayas State University (VSU)
Baybay City, Leyte

Dear Director Colis,

I am writing to express my sincere interest in the Administrative Officer II (Human Resource Management Officer I) position at VSU MAIN (HRMO) as advertised. I am a recent graduate of Cebu Institute of Technology-University, where I earned my degree in Bachelor of Science in Business Administration major in Business Analytics. My academic achievements, combined with my hands-on experience during my internship, have prepared me to make a meaningful contribution to your HR team.

During my internship at Sun Savings Bank, I had the opportunity to work closely with the HR Department and was actively involved in various HR functions, including employee relations, recruitment, and benefits administration. This experience honed my skills in managing employee records, assisting with onboarding processes, and supporting HR tasks. I developed an understanding of HR policies and procedures and gained practical insights into the day-to-day operations of a human resources department.

The combination of my academic knowledge and practical experience enhanced my skill set including organizational skills, problem-solving, interpersonal skills, and time-management skills.

I am particularly drawn to this position at VSU MAIN, given the institution's reputation for academic excellence and its commitment to community development. I am eager to contribute to your team and support your HR department in achieving its goals.

Thank you for considering my application. Attached together is my resume for your review. I am looking forward for the opportunity to discuss how my background and skills align with the needs of your organization. Please feel free to contact me at +639510905195 or marjazie09@gmail.com to schedule an interview.

Sincerely,

Marjazie Joella Barrera