

Lourdes B. Cano
Director, ODAS/HRM. VSU
Baybay City, Leyte

Dear Ma'am Cano,

I hope all is safe and well with you.

I am sending this as my application for the Administrative Officer III job vacancy in your office. I saw it on the VSU site last night. I am a BS- PSYCHOLOGY Graduate, currently a HR Officer in a retail company and a registered Psychometrician. My current job focused on supporting the human resource needs of the company's stores, such as engagement, incident reports (discipline), processing of staff house payments and overall data and records interpretation. I am interested in the said vacant position as I really wanted to venture and build my career as a government employee as I've grown seeing my mother and aunts who are public teachers working very hard but with ease of that job security the government offers and a great opportunity for me to work near my hometown. Also, I believe that the knowledge, mindset and application I got from school, organizations, seminars, and my job right now would be effective for the position. I know this job will be a way to learn new skills and earn worthwhile experiences. I am looking forward to be hearing from you. Thank you so much!

Please see attached files for my latest Performance Appraisal, filled Personal Data Sheet (included here is a scanned copy accomplished last March 2020 and also an updated soft copy), copy of TOR, resume, and my PRC Psychometrician License.

Your feedback on this is sincerely appreciated.

Sincerely,

Krys Ellaisa Grava