

13 August 2024

**HONEY SOFIA V. COLIS**

Director, HRMO  
VSU, Baybay City, Leyte

Dear **Ms. Colis**:

Greetings!

I am writing to express my strong interest in the **Administrative Officer II (Human Resource Management Officer I)** position at Visayas State University with plantilla item no. **ADOF2-30-2004**, as advertised on the job portal of the Civil Service Commission (CSC). I am eager to embark on a career in this particular field because of my passion for fostering a positive and productive work environment and ensuring that human resources functions align with the overall goals of the organization.

I am a Bachelor of Science in Development Communication fresh graduate of Visayas State University - Main Campus, where I consistently excelled in my studies, earning a Cum Laude distinction. In addition to my academic achievements, I am also a Career Service Professional Eligible, which further underscores my commitment to public service and administrative excellence.

My academic training in Development Communication has provided me with a strong foundation in effective communication, interpersonal skills, and organizational management—key qualities for a successful career in human resource management. I also had the opportunity to complete my On-the-Job Training (OJT) at DYHP-RMN Cebu, where I was involved in various administrative tasks and played a key role in coordinating communication efforts within the station.

I am eager to apply my knowledge and skills to a dynamic role like Administrative Officer II (Human Resource Management Officer I). I am confident that my strong foundation in communication, combined with my practical experience, makes me a strong candidate for this role.

I have attached my resume for your perusal, which provides further details about my qualifications and experiences. I am available at your earliest convenience for an interview and can be reached at 09709976681 or via email at [loreliealmacengrabino@gmail.com](mailto:loreliealmacengrabino@gmail.com).

Thank you for considering my application. I look forward to the opportunity to discuss how my skills can benefit your office.

Sincerely yours,



**LORELIE A. GRABINO**  
Applicant