

Marian Jane B. Rondina

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Nick Freddy R. Bello

Head, Accounting Office
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Bello:

I am writing to express my keen interest in the Administrative Aide III position at Visayas State University (VSU). With my background in Human Resources and Administration, coupled with my commitment to integrity, service excellence, and continuous professional growth, I am eager to contribute to the university's mission and core values.


My experience as an HR Generalist has honed my ability to uphold high ethical and professional standards in the workplace. I have successfully managed HR operations, recruitment, training, and employee relations, ensuring policy compliance while fostering a positive work culture. My strong communication skills allow me to convey clear and accurate information to diverse audiences, ensuring smooth collaboration and efficient service delivery.

Furthermore, I am highly adaptable to change and dedicated to providing gender-responsive management by promoting inclusivity and awareness in the workplace. I take pride in maintaining interpersonal relationships, working effectively in teams, and continuously improving processes to enhance organizational efficiency.

I am excited about bringing my skills and experience to VSU and supporting its goals. Enclosed are my Personal Data Sheet, eligibility certificate, transcript of records, and other required documents for your review. I would appreciate the opportunity to discuss my qualifications further and how I can contribute to your esteemed institution.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,


Marian Jane B. Rondina