

Angelica C. Cabidog
Ivory St. Lolita Homes Subd.
Brgy. Guindapunan Palo, Leyte

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Hello Miss Colis,

I saw your job posting on the CSC website today that you need an Administrative Officer II (Human Resource Management Officer I) for VSU MAIN (HRMO) and I am enthusiastic about applying for the position.

I am currently working as a Customer Support Specialist for an International Corporation handling thousands of employees for Large Enterprises in the USA, Canada, and the United Kingdom like Coca-Cola, Colgate and Palmolive, American Express, and many more. My job title might be different from the said position. Still, I am technically working as an Admin Officer /HR Officer/Payroll handling Recruitments, Payroll, Benefits, and Taxes for our client companies.

I have experience as a Secretary for DILG in Balangiga, Eastern Samar even though temporary, worked as a Manager in the USA who handles recruitment, interview, onboarding, and job training for new hires, and I also worked as a Cashier for almost 2 years in a 3-star hotel in Tacloban.

I am a fast learner and can work with little to no supervision. I am confident that I can do the job well and impart my skills and knowledge to the said Office. I am very organized and have all the skills and experience you seek. I have experience creating documents like MOA, resolutions, etc. and I am great at computer work. I am also equipped with great communication skills which make me confident in speaking and presenting.

I am also preparing to enroll in a law school to fulfill my goal of becoming a Juris Doctor for self-improvement.

I currently live in Palo Leyte but will be more than happy to relocate once hired.

I would love to hear back from you! Please call me at 09688795358 or email me at angelica.cabidog24@gmail.com.

Respectfully yours,
Angelica Cabidog