

**December 16, 2023**

**HONEY SOFIA V. COLIS**

Director, HRMO  
Visayas State University  
Baybay City, Leyte

Ma'am:

Greetings of peace and joy!

I am writing this letter to express my sincere intention to apply as an *Administrative Assistant II (Human Resource Management Assistant)*, with item no. *ADAS2-81-2023* at *Visayas State University-Main Campus*

I am Catherine P. Alesna, 24 yrs. old, residing at Brgy. Tunga-tunga, Maasin City, Southern Leyte. I am a *DOST-SEI Scholar* and a *Bachelor of Science in Psychology (Cum Laude)* graduate at University of San Jose-Recoletos last July 2022. I recently passed the *Psychometrician Licensure Examination* held on August 1-2, 2023.

Right after graduation, while waiting for the date of the board examination, I worked as Human Resource Assistant at Tekton Entre Multipurpose Cooperative at Cebu City. As an HR Assistant, I was exposed to the different facet of Human Resource specifically; recruitment, selection, compensation and benefits, and other administrative and clerical works. I was also an intern at HR Primo Management Services at Muntinlupa, Metro Manila where it honed my skills in the area of talent acquisition. Moreover, I had my clinical internship at Psyche Solution Psychological Services at Dasmariñas City, Cavite where I attended clinical case presentations, observed clinical interviews and wrote psychological report. Currently, I worked as a J.O. Psychometrician at Southern Leyte State University-Main Campus.

If given a chance to join your esteemed organization, I will work hard to uphold your expectations and strive harder to exceed it. If you have further questions regarding my application, please do not hesitate to contact me at **09553612431** or email me at [alesna.careers@gmail.com](mailto:alesna.careers@gmail.com)

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Truly yours,



**CATHERINE P. ALESNA, Rpm**

Applicant