

APRIL 15, 2021

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

Dear Ma'am:

Good Day!

I am Forester **Karsten Anne D. Padilla**, currently residing at Barangay Basak Pardo, Cebu City. I am a graduate of Bachelor of Science in Forestry. I have been working as a Team Leader for Sykes Asia Inc. in Cebu City. My duties and responsibilities include guiding and coaching agents for the improvement of our support and meeting our Client's demands, keeping and analyzing records of data history and trends, handling trainings for updates and customer service improvement, engagement with the Client for strategic planning for the betterment of our support, real time decision making and customer facing contacts and assisting agents with real time concerns including technical issues.

I am writing this letter because I have seen the advert earlier in the CSC Job Portal page that was posted April 06, 2021. I am very interested to work for your good office as **Registrar II** or in any job commensurate with my qualifications. I would like to be a part of this prestigious school that I am a product of.

Based on my experience as a Team Leader, I can say that I can face people with self-confidence and I believe that that is one very important characteristic for an employee. I have worked with flexible schedules and a vast array for individuals with different perspectives, making me more effective in decision-making and fitting for the position. I also have handled data analysis, data reporting, product training and coaching and I find it interesting and enjoyable.

I am also a Licensed Forester. I am a diligent worker and a fast learner.

I am very willing to undergo a personal interview at your convenient time. You can reach me through my cellphone number 09328650811 or my email karsten.dalida@gmail.com. I am looking forward to hearing from you.

Thank you and Stay safe.

Respectfully,



Forester Karsten Anne Padilla