

May 24, 2022

**HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM  
G/F Administration Building  
Visca Baybay City, Leyte 6521-A

**Dear Ma'am:**

I saw the job posting in your school's website and I am writing to express my strong interest in working at the **University's Registrar Office** as a **School Credits Evaluator**. I believed that I am a highly capable and experienced administrative task. In addition to my administrative and social skills, I offer significant abilities and experience in organizing, prioritizing, confidentiality of documents, and detailed preparation of reports and projects. My ability to get along well with others, to make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments have all contributed to my growth in this field and my employers placing a significant degree of trust in me.

I have successfully completed my College Degree at the Visayas State University – Isabel. After graduation, I have worked in different companies to acquire and polish my skills in a different field of works. My ability to converse efficiently, as well as my writing and analytical skills were all greatly enhanced. I believe my background and skills closely match your job requirements and I am confident I can make a positive contribution to your organization.

In addition, I can say that I am ambitious and driven to work harder to be a better version of myself that amidst working in the Local Government Unit of Ormoc, I still managed to pursue studying my Diploma in Teaching Secondary at the Visayas State University in Ormoc City Campus and able to graduate in the span of two (2) years. I never stopped learning and able pursue my Master in Public Administration and have just graduated this year.

Thank you for taking the time to review my attached Personal Data Sheet. Should you have any questions, please contact me at 0905-470-9423. I look forward to hearing from you.

Yours truly,

  
**MELBA R. MONTESCLAROS, LPT, MPA**  
Applicant