

Lourdes B. Cano
Director, ODAS/HRM. VSU
Baybay City, Leyte

Dear Ma'am Cano,

I hope all is safe and well with you.

I am sending this as my application for the Guidance Counsellor III job vacancy in your office. I saw it on the VSU site last night. I am a BS- PSYCHOLOGY Graduate, currently a HR Officer in a retail company and a registered Psychometrician. My current job focused on supporting the human resource needs of the company's stores, such as engagement, incident reports (discipline), processing of staff house payments and overall data and records interpretation. I am interested in the said vacant position as I really wanted to work in the field of guidance counselling and I am passionate about advocating the importance of mental health and a great opportunity for me to work near my hometown. I was waiting for such opportunity to practice my skills in Clinical Psychology. Also, I believe that the knowledge, mindset and application I got from school, organizations, seminars, and my job right now would be effective for the position. I know this job will be a way to learn new skills, help and inspire people and earn worthwhile experiences. I am looking forward to be hearing from you. Thank you so much!

Sincerely,

Krys Ellaisa Grava