01 April 2015

Immigration New Zealand

23rd Floor, BPI Buendia Center

360 Senator Gil Puyat Avenue

Makati City, Philippines 1200

Dear Sir/Madam:

I am writing to inform you of my interest in the Postgraduate Certificate in Business at UUNZ Institute of Business located in Auckland, New Zealand. I have submitted my application with supporting documentation and have been issued an Offer of Place to Foreign Student last March 30, 2015.

I humbly request you to please grant me a Student Visa to New Zealand for a period of one year. My husband, who is working here in the Philippines as Supply Chain Manager of Skycable Corporation Philippines, will support me financially for the entire duration of my stay there.

I am currently working as Insurance and Financial Adviser of Manulife Philippines, a subsidiary of Manulife Toronto Canada. My tasks involve meeting with prospective clients to gather information, conduct in-depth reviews of their financial needs and circumstances, current provisions and future goals then analyze all gathered data and prepare financial and/or investment plans best suited for the clients’ needs. To come up with the best advice and recommendations on financial matters or options on ways to best utilize their money, I also do a lot of research on the marketplace, the current economic situation and events that may affect or influence their decision making. On the other hand, I also make sure that I keep myself informed with the competitors’ latest news and update on their products and offering.

My interest in this field convinced me to do further studies in Business Administration. I believe this program will enable me to be more efficient and effective insurance and financial adviser to my clients. This will also help me to have the skills on putting more substance and relevance to my research and analysis.

There are four Foundation Core Papers that I plan to take:

1. Managing Organizational Behavior – I work not just as an individual but also as a team player within Manulife, I believe that this will give me the skill to work effectively with my co-employees and colleagues across the organization, assisting and influencing them to support and achieve organization goals. This is an important aspect of Management that deals with the systematic study and application of knowledge about how individuals and group act within the organizations where they work.
2. Accounting and Financial Management – this is the core of my work and therefore I need to hone more of my skills around this area. This course will provide me with the opportunity to develop proficiency in the analysis of accounting information. Financial Management, on the other hand, after analyzing the information, will guide me to make recommendations to individuals and businesses to help them make sound investment decisions.
3. Marketing Management –it is obvious that to some degree I do marketing of certain product offering that Manulife has developed and therefore learning more on the discipline of Marketing will enable me to determine what products or services may be of best interest to clients, like finding the right fit, and the strategy to use in sales, communications and business development.
4. Economics for Managers –as in any financial management advice, it is key that they have the understanding of what the impact of their decisions are and this subject will provide me with an authoritative insight and background on how people choose to use their resources with the ultimate goal to improve their living conditions.

Given my education and experience, I am confident that I am an excellent fit for the Postgraduate Certificate in Business. I have made a thorough research about the program, and it perfectly matches my need to advance my career.

I look forward to studying in New Zealand because it is a very beautiful country with friendly people. We also have family friends in Auckland who will help me get settled when I get there.

Furthermore, I was also informed that there is a provision for a one-year job search visa after the program. Getting a New Zealand experience to complement my study is one option that I would like to explore as well. Gaining that experience and exposure will surely enhance my skills further.

Hoping for a favorable response.

Sincerely yours,