

October 13, 2023

DR. ANTONIO P. ABAMO

Director for Extension
Visayas State University
Visca, Baybay City, Leyte

Thru:

MS. HONEY SOFIA V. COLIS

Director, Human Resource Management Office
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Abamo,

Warm greetings of peace and solidarity!

I am writing this letter regarding the position of Science Aide. I came across this job position on the Visayas State University [website](#). I am deeply interested in working with Visayas State University and hence, I am highly interested in applying for this position.

I am a recent graduate from University of the Philippines Cebu with a Bachelor of Science in Biology. My academic journey developed my technical writing, research, and laboratory skills. With this degree, I believe that I have a strong background in science. Hence, I strongly believe that my academic background and skills are qualified for the position.

I am very passionate about anything related to science and research, which helps me motivate and ensure timely task completion. I can work in a team and I also believe in being professional in the workplace.

I have enclosed with this letter my resume, personal data sheet, and transcript of records, which contains further details about my qualification and academic background. I hope my educational background and qualifications meet your expectations.

I would be grateful to have an interview session with you. I have also provided my contact number and email address below.

Thank you in advance for the opportunity.

Sincerely yours,


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