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Dear ma'am/sir:

Greetings of peace!

I am writing this letter to formally express my desire to be working at the Cash Office as a Administrative III (clerk). After earning my degree in Development Communication last 2023, I was able to land my first job at Institute of Strategic Research and Development Studies (ISRDS) as a Science Research Aide. On January 2024, I earned my position to be assigned as the Research Assistant at Gender Resource Center (GRC) that lasted for six months.

In my past years of studying, I used to write bunches of research papers as part of our coursework, and since this is also what my degree is anchored for. I was taught to become an effective researcher and have produced quality papers ready for publication. I was also a consistent leader of the group, and I intended to carry out the entire task of doing research and other necessary activities in our course. Through this, I was able to enhance my skills in doing research and other academic stuff.

In my four years of stay at the university, aside from the research skills I have, I was also able to develop my writing and communication skills, which I believe helped me be more prepared for the greater challenge that awaits on the actual fieldwork. Given the ample training I received in college, I am confident that I am ready to work and embrace the duties and responsibilities of a researcher, and I know that your reputed institution can give me the opportunity to continue to develop myself professionally.

On October 3, 2023, I landed my first job at the Visayas State University-Main Campus in the Institute for Strategic Research and Development Studies, or ISRDS, in the position of Science Research Aide. With my work, I have encountered highs and lows, especially during the writing process of the paper. However, at that point, I have also found myself able to handle pressure, especially when it comes to working with department heads and research leaders. But I am most thankful to them because they have shown their sincere attitude towards helping me and honed my skills far beyond what I thought I couldn't.

On January 4, 2024, I was assigned as a research assistant at the Gender Resource Center. This time around, I have lead people from neighboring barangays which helped me connect and boost my confidence in handling various dilemmas from the different groups. Last June 15, 2024, my contract have ended and feel like I am ready and more confident now to be working at VSU, again.

As I immerse myself in the reality of life and with another job that I am soon to be working with, I am willing to give my 101% for this. Rest assured that you can trust me on things and will never have a hard time dealing with me because I want to have things done efficiently and effectively. Moreover, I am also dedicated to what I do; I am a hardworking person, and above all, I respect the people around me, aiming for a healthy working environment.

Thank you so much for considering my application, and I am hoping to hear something from you very soon. God bless us all, and have a great day!

Respectfully yours,

A handwritten signature in blue ink, appearing to read "John Carlo L. Beto". The signature is stylized and cursive.

JOHN CARLO L. BETOY