

July 20, 2023

Dr. Edgardo E. Tulin

President

Visayas State University

Visca, Baybay City, Leyte

Thru: Marlon M. Tambis

Assistant Director, PRCRTC

Visayas State University

Visca, Baybay City, Leyte

Sir:

Good Day!

I'm writing to express my interest in applying for a position at the Philippine Root Crops & Research Training Center (PRCRTC), specifically the post of admin aide III.

I would describe myself as someone who is goal-oriented, easy to work with, competent, an achiever, determined, and a dedicated person. I would like to put these characteristics to use within your department. Given my experiences in different fields, I believe I am fit for the vacant position offered.

I strongly believed that with my God-given skills, willingness, determination and dedication I can fully perform and fulfill my duties and responsibilities as an admin aide. I would like to further explain my motivation for the position during a personal meeting. You can reach me either by phone via 0951-396-2413 or by email escala.leonifer2589@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

LEONIFER S. ESCALA

Applicant