

**ANTONIO P. ABAMO**  
Director  
Office of the Director for Extension  
Visayas State University  
Visca, Baybay City, Leyte

Date: October 07, 2023

**Dear Mr. Abamo**

I am writing to express my strong interest in the Science Aide position at Visayas State University, as advertised on VSU Jobs website. As a recent graduate with a degree of Bachelor of Secondary Education major in English from Visayas State University, I am excited to begin my professional career and believe that my academic background, strong organizational skills, and dedication make me a well-suited candidate for this role.

During my time at VSU, I developed a solid foundation in administrative tasks, time management, and communication. Here are some of the key qualifications and strengths that I would bring to this position:

- 1. Strong Organizational Skills:** I am highly detail-oriented and skilled in managing tasks efficiently. I have experience scheduling appointments, maintaining records, and assisting with document management.
- 2. Good Communication Skills:** I have a proven track record of effective communication, both written and verbal. I am comfortable interacting with colleagues, clients, and vendors in a professional manner.
- 3. Techy-Savvy:** I am proficient in using a wide range of office software, including Microsoft Office Suite (Word, Excel, PowerPoint), and I am quick to adapt to new tools and software.
- 4. Good Problem-Solving Skills:** I am a resourceful problem solver with a proactive approach to addressing issues. I am confident in my ability to find solutions to challenges that may arise in the administrative role.

I am impressed by the VSU's reputation for excellence and its commitment to strive for excellence and be globally competitive university. I am eager to be a part of your team and contribute to your continued success. Enclosed is my resume, which provides further details about my education and work experiences. I would welcome the opportunity to discuss how my skills and qualifications align with the needs of the institution. Thank you for considering my application. Please feel free to contact me at 0912-497-7977 or via email at [dbarcos19.off@gmail.com](mailto:dbarcos19.off@gmail.com) to schedule an interview at your earliest convenience. I look forward to the possibility of joining your team and contributing to the growth of Visayas State University.

Sincerely,

  
**DENMARK A. BARCOS**  
*Applicant*