



26 October 2020

**DR. EDGARDO E. TULIN**

*President, Visayas State University  
Baybay City, Leyte*

**THRU: DR. LOURDES B. CANO**

*Director, Office of the Director for Human  
Resource and Management*

Dear **Dr. Tulin**,

Greetings!

I'm writing to express my interest to apply for a job as Education Research Assistant I (ERA I) in Visayas State University-Baybay.

I earned my Bachelor of Science degree in Computer Science at the Visayas State University last 2011. In the same institution, I am working as an Administrative Assistant II at the Online Programs Office for over three (3) years now. I am also pursuing my master's degree in Management major in Business Management.

I believe that the nature of my educational background and my work experience have familiarized and prepared me for this position. It involved a great deal of social research skill, communication skill, critical thinking, self-motivation, and a wide range of skills. I am also an open-minded person and willing to learn new things.

Kindly see my personal data sheet for additional information on my experiences. I can be reached through my email address, [meanvillas@vsu.edu.ph](mailto:meanvillas@vsu.edu.ph) and contact number, 09562369231.

Thank you for your time and consideration. I look forward to meeting/hearing with you about this employment opportunity.

Very respectfully yours,

ME-AN D. VILLAS

