

August 1, 2025

**MARISEL A. LEORNA**

Director  
National Coconut Research Center-Visayas  
Visayas State University  
Visca, Baybay City, Leyte

Ma'am:

I am writing to express my interest in the Administrative Aide VI (Clerk III) position. As a graduate of Bachelor of Science in Geodetic Engineering, I am eager to work and learn in an environment where I can apply the skills and abilities I acquired during my studies. While opportunities in my field are currently limited in Butuan, I remain open and willing to explore other areas of work where I can be of value and continue to develop professionally. I possess indispensable qualities which I am confident, will contribute both in the office and even fieldwork if there is one. My attention to detail and the constant sought of perfection, are often praised by my peers and associates. My good personality and ease in communication, which I believe are often underrated but crucial qualities, have enabled me to thrive in collaborative workstations. Additionally, I demonstrated flexibility and dedication throughout my OJT. As a matter of fact, among three trainees, the CEO of PASUKOD – the company where I conducted my OJT, selected me to join a survey conducted at Siargao Island, trusting my ability to effectively support their team in the field.


I am confident that my qualifications, eagerness to learn, adaptability, and strong work ethic are well aligned with the requirements of the National Coconut Research Center-Visayas. I would greatly appreciate the opportunity to further discuss how I may contribute to your esteemed team.

In connection with this, I am detailing my qualifications that deem fit for the job vacancy:

- A graduate with a degree of Bachelor of Science in Geodetic Engineering at Caraga State University, Butuan City, last June 2024;
- A Civil Service Eligible (Professional) achieved last March 2024
- Finished an On-the-Job Training (240 hours) at PASUKOD surveying and mapping services, Butuan City;
- Possessing knowledge and skills in Land Surveying, AutoCAD, QGIS, Photogrammetry software, and Microsoft Office, expanding the possibilities of my work.

Thank you for your time and consideration. I look forward to speaking with you for any possible employment opportunity.

Respectfully yours,



KARL P. VASQUEZ