

**Anarose B. Romo**

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**Aleli A. Villocino**

Vice President

Office of the Vice President for Student Affairs and Services

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Aleli,

Warm greetings to you!

I am Anarose B. Romo, 25 years of age, residing at Brgy. Gakat, Baybay City, Leyte. I graduated with a bachelor's degree in Agribusiness from the Visayas State University last August 2022, as a Cum Laude. I would like to extend my great interest in applying for the Education Research Assistant position at the Office of the Vice President for Student Affairs and Services. It has come to my knowledge that your good office is currently looking for applicants through the job posting in our VSU website.

Currently, I am working here at the Regional Climate Change Research and Development Center- VSU. Just recently, I took the role of a Science Research Assistant, but prior to that, I was the office's clerk. My core responsibilities included managing records; drafting, sorting, and dispatching official correspondence and preparing other key documents. I was also involved in filing and organizing both physical and digital records, coordinating logistics for office activities and official travel, and overall support to staff and researchers. Currently, I am working as a research assistant where I am tasked to collect data, coordinate with other offices, analyze the data collected and provide appropriate discussion. My roles helped me to develop essential skills such as attention to detail, organizational skills, and the ability to manage multiple tasks under time-sensitive conditions.

I am looking forward to hearing from you regarding this letter. Rest assured that I am willing to be trained and open to learning more skills and values from the people that I will be working with in the future. Thank you and God Bless us all!

Sincerely yours,

Anarose B. Romo