

*Republic of the Philippines*  
**Visayas State University**

October 31, 2023

**HONEY SOFIA V. COLIS**  
Director, HRMO  
Visayas State University

Madam:

Greetings of peace and goodwill!

I wish to apply for a Science Research Assistant position in your reputable department. I am confident that my background skills and experience would make me a valuable addition to your research personnels.

I obtained my Bachelor's Degree in Agriculture at Visayas State University. Formerly, I was a secretary in Baybay Dairy Cooperative at Visayas State University Campus for four years and five months and then became a treasurer for three months. At my previous work, I have been responsible for the custody of meetings, filing and documentation of papers and all the admin-related tasks of the office. I believe that me being flexible at work and deliver my work on time with utmost accuracy are my strength of being in this position.

Attached herewith are my credentials for the perusal of your office.

Thank you for taking the time to consider my application. I look forward to the opportunity of meeting with you and discussing how I can contribute to Visayas State University.

Very truly yours,



**LEAH MAE M. PAGALING**  
*Applicant*