

May 14, 2021

VSU HRIS

Dear Maam/Sir,

I am writing to apply for the position of College Librarian I which was advertised on your job portal May 14, 2021. The position seems fit very well with my interests.

I have four years of experience in research as a Science Research Assistant in the Philippine Rootcrop Research and Training Center, VSU, Visca Baybay City Leyte. I recently graduated with the degree of Master of Science in Horticulture minor in Agricultural Extension under the scholarship program of DOST-SEI ASTHRDP at the Visayas State University.

I now want to apply my knowledge and skills since the position require knowledge on research. I have assisted some researches from the conduct of the study until the collection of data on *in vitro* propagation of root crops to be specific. I have also done report preparations during the conduct of my research studies. In addition, I was able to attend several seminars and trainings that equipped me to provide technical assistance in the preparation of research reports. My background and career goal seems also helped me understand some field on this job.

These strengths, combined with deep and varied academic and employment experiences have prepared me to work with minimal supervision. Furthermore I am genuinely interested in the position and in working for your office.

It would give me great pleasure to hear back from you regarding my application. Thank you for your time and consideration.

Very truly yours,



CHARMAE B. TAPAYAN

Makinhas Baybay City, Leyte 6521

Contact Number: 09501496440

Email: tapayancharmae@gmail.com