

Wenalyn O. Tuyan
Maslug, Baybay City, Leyte
wenalyntuyan@gmail.com
09639114210 / 09703956697
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Dear Ma'am/Sir,

Greetings!

I am writing to express my interest in applying for the position of Administrative Assitant III. My name is Wenalyn O. Tuyan, a 23-year-old graduate of Bachelor of Science in Agriculture, Major in Agronomy (Cum Laude) from Visayas State University, Visca, Baybay City, Leyte. During my college years, I had the opportunity to undergo on-the-job training at the City Agriculture Office (CAO) of the Municipality of Baybay City. This experience greatly honed my skills and knowledge in agriculture and rural development. Additionally, I hold NC II certifications in Organic Agriculture Production and Agricultural Crops Production, which I earned at Uy Integrated Farm in Baybay City, Leyte.

One of the most enriching aspects of my academic journey was my involvement as an EAsY Agri-Scholar of ATI-RTC 8, where I gained exposure to various agricultural training programs and hands-on projects. This experience enhanced my abilities in project management, training facilitation, and rural community engagement, all of which I believe would be valuable in an administrative role. I am particularly drawn to the position because it offers an exciting opportunity for professional growth through new experiences and responsibilities. I am eager to contribute my skills and work ethic to the role, and I am more than willing to dedicate the necessary time and effort to complete my responsibilities to the best of my ability.

I kindly request that you consider my application for the position. I am enthusiastic about the chance to contribute to your organization and look forward to the possibility of further discussing how my qualifications align with your needs.

Thank you for your time and consideration. I am hopeful to hear from you soon.

Sincerely yours,


WENALYN O. TUYAN