

December 10, 2021

Ms. Lisa I. Arce
Assistant Director
Philippine Root Crop Research and Training Center
Visayas State University

Dear Ma'am Arce,

I am writing this letter to apply for the Admin Aide III position, listed on jobs.vsu.edu.ph. I am a graduate of BS Statistics in 2015 and took a few units of Masters in Agricultural Development in Agricultural Extension.

I am currently working as a clerk and dDRC of the Department of Statistics. As a clerk, I am required to be flexible in a lot of things which also includes preparing brochures, programmes, backdrops, among others, which is needed for the position I am applying for. I also have above average computer skills and can easily adapt to new processes by quickly learning skills. I strongly believe that my experiences and skills have prepared me for this opportunity.

I am available at your convenience and hope to hear from you.

Thank you for your consideration and stay safe always.

Sincerely,


Monna E. Bengalan
Applicant