

**ANABELLA B. TULIN**  
Director  
Office of the Graduate School  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Ma'am,

Good day!

I am contacting you to express my interest in the Education Research Assistant 1 opportunity at your good office. After reviewing the position requirements, I believe that my training and working experience pursuits are a great fit as the kind of candidate your team is looking for.

Throughout my previous work experience as Science Research Assistant, I've honed my assistance skills in handling study documentation and records as well as my skills in MS Office tools. My communication skills have defused countless tense situations, and work effectively in high-pressure situations like production of journal articles, learning modules, handbooks and many others.

I am self-motivated to complete tasks on time with minimal direction and have a strong aptitude in data entry. I'm an energetic and enthusiastic team-player who can also step in to take the wheel when team leadership is needed. If you could give me a call, that would be great and I hope you'll consider me for the position.

Sincerely,

Liza A. Velasco