

Brgy. Pangasugan  
Baybay City, Leyte  
16 January 2023

**Dr. Edgardo E. Tulin**  
University President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**  
Vice President for Admin. and Finance &  
Chairman, NAPB  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Greetings!

I have heard from a relevant source that you are looking for a Science Research Assistant. Please consider this letter as an application for the said vacant position.

I am a graduate of Leyte State University (LSU), presently known as Visayas State University (VSU) with the degree of Bachelor of Science in Agriculture major in Horticulture. Previously, I worked as a science research assistant in VSU Philrootcrops Tissue Culture (2010-2014) and Department of Agronomy (2014) before I was transferred to the Department of Horticulture. I am hardworking, willing to work overtime and able to complete my job with limited supervision. With my knowledge and worked experiences, I can say that I am fit for the position.

If given the chance to work with you, you can count on my dedication and loyalty to VSU. Attached herewith is my resume for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you and God bless!

Respectfully yours,

**ROSALINA D. CIRCULADO**  
Applicant