

**Dr. Marisel A. Leorna**

**Director**

National Coconut Research Center-Visayas

Visayas State University

Visca, Baybay City Leyte,

Dear Sr.,

Good day,

I am currently looking for a job when I was informed that your firm has hiring, and I am interested in applying for the position of the Administrative Aide VI . I am confident that my skill and experience in my studies could make a great contribution in your firm.

I am a graduate in Bachelor of Science in Agriculture major in Agronomy in 2020. I have worked briefly as Farmer Worker in the Verol Eco Farm in Naval Biliran. I completed my Tesda Agricultural Crop Production NC11. I finished my contacts at Philippine Fiber Industry Authority (Philfida) as an enumerator.

I would appreciate the opportunity to discuss my qualifications for any vacant position in greater detail with you in a person at your earliest convenience. I am looking forward for your positive response at your own convenient time.

Sincerity,

**JOHN ALDRICK C. AGRAVANTE**

Applicant

Email: [cocobestyagronomy@gmail.com](mailto:cocobestyagronomy@gmail.com)

Cellphone No:09090726639

