

March 13, 2022

Hiring Personnel
Philippine Root Crops Research and Training Center
Visayas State University, Baybay City, Leyte

Dear Sir/Ma'am,

I found out about your opening for a Science Aide through the official website of the university. I am very much interested to apply for the open position. I have filled up the application form and had enclosed my resume and necessary documents.

I am a graduate with a bachelor degree in Agribusiness and have been taught mostly of the core functional areas of management which relates to marketing, human resources, operations and finance. As I had been active in participating in class activities during college, I believe that I had gained satisfactory knowledge of which I can partake to the center, if given a chance. Throughout my time as a student, I had experienced writing academic papers such as research papers, business proposal, case studies, market plan, etcetera, which are required in our course. With this, my skill in technical writing has been improved and that I'm also familiar how topics are derived. This will help me find potential issues that are not tackled yet for the research team. Moreover, as this course also conducted workshops about SPSS, I had basic knowledge of the application which can be useful for future research activities.

I am very interested to be a part of the organization and will do my utmost best if I will be accepted to the job. I want to learn through firsthand experience how research really works and how this research will improve people's lives and the state of the environment too. In exchange, I can be a great help by doing my duties and responsibilities especially in administering services to the stakeholders and manage documents and records of the department. Likewise, I will also take initiative on planning and monitoring for possible complications on my work.

Having only a bachelor's degree and no prior working experience, I would say that I am more at a disadvantage than other possible applicants. However, I pride myself as someone who is passionate and self-driven. I am also someone who always likes to challenge oneself. For me, the harder the task is, the harder I thrive for it. As difficult as the job may seem, I'm enthusiastic to be a part of it as this job position helps in bettering the lives of the people and the country. I am looking forward to show my skills and attitude towards my work. Whatever I am lacking, I am confident that it can be learned and developed especially if an individual is serious of his/her job and is willing to take measures to be able to succeed.

Thank you so much for reading my letter and I am looking forward for a positive response from you. Good day and God bless you always!

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Riza Mae A. Abadenas', written over the printed name.

RIZA MAE A. ABADENAS

Applicant