

October 7, 2021

**DR. ANABELLA B. TULIN**

Dean, OGS

Visayas State University

Visca, Baybay City, Leyte

**Dear Ma'am,**

I'm interested to apply for the Education Research Assistant (ERA) position that's posted online.

My name is Claudette Meli Hoff E. Garduce, 26 years old, single and a resident of Brgy. Pomponan, Baybay City, Leyte. I graduated on June 14, 2017 with the degree of Bachelor of Science in Development Communication major in Development Journalism. For over three years and six months now, I'm working as a Science Research Assistant here at the DevCom department, Visayas State University. My job is to gather and analyze data as well as draft the report for the project.

I am confident that I possess the necessary skills and ability you need for this job. If given the chance to work at your good office, I will be professional, committed and honest in doing the ERA job. I will be glad to come for an interview at the time most convenient to you. You can contact me through my mobile phone number: 09056835698.

Thank you very much and more power!

**CLAUDETTE MELI HOFF E. GARDUCE**

ERA Applicant