

ANTHON MIGUEL E. CABILING

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August 26, 2024

MARISEL A. LEORNA

Director
National Coconut Research Center-Visayas
Visayas State University
Visca, Baybay City, Leyte

Dear Madam Leorna,

Good day!

I am writing to express my interest in the position of Administrative Aide IV (Clerk II) with a salary grade (SG) 4. I recently graduated from Easter Visayas State University-main campus with a Bachelor of Science in Statistics, and I am eager about the opportunity to bring my expertise to your esteemed office.

Throughout my academic career, I have developed a foundation in statistical methods, data handling, and research skills. My coursework has equipped me with the ability to accurately gather, organize, and analyze data to ensure its reliability. I was honored to receive the Excellent Researcher Award for my thesis paper, which reflects my dedication and hard work. Additionally, I am particularly drawn to the opportunity to work in the said division due to my passion for public service and my desire to contribute for the betterment of our community. I am confident that my analytical skills, attention to detail, and commitment to excellence will enable me to make a meaningful impact in any role I undertake.

Beyond my academic achievement, I possess strong interpersonal skills and keen eye to details. I am confident to my ability to interact with diverse individuals while maintaining the integrity of collected information according to ethical standards.

Enclosed are my Personal Data Sheet and a copy of my Transcript of Records, which provides further details about my educational background and achievements. I would welcome the opportunity to discuss how my skills and knowledge align with the needs of your team.

Thank you and have a great day.

Sincerely,


ANTHON MIGUEL ELORCHA CABILING