

January 5, 2025

DR. LILIAN B. NUÑEZ

Head, Barangay Integrated Development Approach for Nutrition Improvement
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Nuñez**:

Warm greetings!

I am writing to express my interest in the Science Research Specialist I position at BIDANI, VSU, as posted in the VSU HRIS website. With a background in accounting, administrative support, and research and extension, I am certain that my skills and experiences may help a lot for this role.

Working as a Science Research Assistant in the Visayas Consortium for Agriculture, Aquatic, and Natural Resources Program (ViCARP), I've acquired accounting skills through financial monitoring of the different projects including managing accounts payables, reconciling financial statements, and preparing detailed financial reports. My proficiency in using Microsoft Excel enabled me to streamline financial operations and ensure financial accuracy.

Additionally, my administrative experience includes efficiently handling office operations, scheduling appointments, coordinating meetings and training facilitation. I am skilled in managing correspondence, maintaining confidential records, and providing exceptional customer service. These abilities have allowed me to effectively support teams and leaders, contributing to enhanced organizational efficiency and productivity.

Furthermore, my research experience involves project monitoring, gathering data and preparing insightful reports to support strategic decision-making.

Throughout my career, I have demonstrated a strong commitment to accuracy, attention to detail, and problem-solving. I thrive in dynamic environments and possess good organizational and time management skills, which have been instrumental in managing multiple tasks simultaneously and meeting deadlines consistently.

I am eager to bring my diverse skill set and enthusiasm for this position to your team at BIDANI. I know that my background, coupled with my dedication and proactive approach, would make me a valuable asset to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with your needs. Please find the required documents attached for your review. I am available for an interview and can be reached via 0912-389-1949 or lyrakatrina.malpas@vsu.edu.ph.

Sincerely,


LYRA KATRINA M. MALPAS
Applicant