

**DR. EDGARDO E. TULIN**

University President

**THRU:**

**HONEY SOFIA V. COLIS**

OIC Director, ODHRM

Visayas State University

Visca, Baybay City, Leyte

**Dear Ma'am,**

Please consider this letter as my intent to apply for Education Research Assistant I in your office. I have seen in your advertisement that you are looking for an Education Research Assistant I. As an enthusiastic education graduate, with strong desire to learn and contribute, I am confident that I will be able to bring positive change, and overreach outcomes in this role.

I graduated last July 2018 from Visayas State University with Bachelor's Degree in Secondary Education major in Biological Sciences and passed the Licensure Examination for Teachers last March 2019.

I have been working as Data Encoder for 2 years and 3 months at the Visayas State University (Office of the Dean of Students). With more than two years' experienced as data encoder, I am adept in organizing information, prioritizing tasks, and document management.

I would be happy to welcome for an interview and I am hoping to hear from you at your earliest convenience. You can find my contact number and other references in my curriculum vitae attached in this letter.

Thank you for considering my application.

Sincerely,

**MARY CRIS D. LLANO**

Applicant