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Dr. Maria Juliet C. Ceniza
Vice President for Research Extension and
Innovation
Visca, Baybay City, Leyte

Dear Dr. Ceniza,

I am writing to you to show my intent in applying for the position of Science Research Specialist as I have seen such hiring call posted on the VSU HRMIS system. I am still connected in Visayas State University as a Science Aide in the Director for Extension's Office, but I am seeking more opportunities to grow as an individual and as a professional by applying a permanent job in your good office.

For more than five years I have been working effectively in VSU as an administrative and I believe that with this experience this new opportunity fits me well. I've just passed the CSC examination for professional, which makes me more qualified for the job.

Thank you for your time. It is my pleasure to hear from you about this potential job opportunity. You may reach me through my digits or email address indicated on the heading of this letter.

Kind regards,


MARIA FATIMA B. ESTROSAS