

June 2, 2023

**ELIZA D. ESPINOSA, PhD**

Director

Institute of Tropical Ecology & Envi. Mgmt.

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Espinosa:**

Greetings of good health!

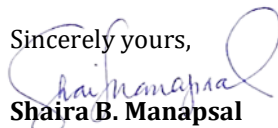
I am writing to express my strong interest in the position of Agricultural Technician at Visayas State University, as advertised on your VSU HRIS website. With my educational background in Plant Biotechnology and laboratory experiences in the field, I am confident in my ability to contribute to the university's mission of promoting excellence in agricultural research and development.

I recently completed my Bachelor's degree in Agricultural Science from [Name of University]. Throughout my academic journey, I have gained a solid understanding of various agricultural practices, soil management techniques, crop production, and livestock management. My coursework also provided me with a strong foundation in plant pathology, pest management, and agricultural economics.

I am a graduate of Bachelor of Science in Biotechnology, majoring in Plant Biotechnology from Visayas State University. Throughout my academic journey, I have gained a solid understanding of various agricultural field and laboratory practices. I have a proven track record of providing exceptional administrative support in various educational and research settings as the Consortium Secretariat of the Visayas-Mindanao Consortium of Journal Publication, Inc. (VMCJPI), I honed my organizational and communication skills while managing various clerical tasks, coordinating meetings, and handling important documentation. Furthermore, my experience as a clerk for esteemed professionals, including VPARI Francis Ann Sy and VPAA Annabelle M. Hufalar, has equipped me with a keen attention to detail and a strong ability to prioritize and multitask effectively. My recent relocation to the Guidance and Counseling Office has also allowed me to contribute to the personal and academic development of students, providing them with support and guidance during their educational journey.

I am highly motivated, detail-oriented, and possess excellent problem-solving skills. I thrive in a collaborative work environment and am eager to work alongside esteemed researchers and faculty members at Visayas State University. I am confident that my dedication, strong work ethic, and enthusiasm for agricultural innovation will make me a valuable asset to the university.

Thank you for considering my application. I have attached my resume for your review. Please feel free to contact me at **09165390892** or [manapsalshaira@gmail.com](mailto:manapsalshaira@gmail.com). I look forward on hearing from you soon.

Sincerely yours,  
  
**Shaira B. Manapsal**