

August 24, 2022

Ms. Honey Sofia V. Colis
Administrative Officer V
OIC Director, Human Resource Management
VSU, Baybay City, Leyte

Dear Ms. Colis,

I'm Jose Roland Soria Jr., a Visayas State University fresh graduate with a Degree in Agriculture major in Horticulture. Right now, I am keen to find work or training related to my field of education to earn money and fund my review next year for the 2023 LEA, and gain some experience in the field of Agricultural Research. I am writing this letter to express my great desire to apply as a Science Research Assistant at PRCRTC.

I am interested in this job listing because it is within the area of my learning and experience. With the proper guidance, I am confident that I would be able to manage the conservation, maintenance, documentation, and evaluation of Sweet Potato Germplasm of PRCRTC. I believe that my education and years of serving as a student leader will make me a competent candidate for the position. The main strengths that I have, which I will contribute to this position, includes my fast ability to learn and adapt, leadership skills, and organizational skills. I also continuously work towards achieving my goals through hard work and excellence.

I have attached a picture my Diploma, Resume, Passport size ID, Personal Data Sheet, and my OJT Certificate of Completion for reference.

Other documents like my Transcript of Records and Eligibility are yet to be submitted due to it being unavailable as of the moment.

I hope you find my qualifications adequate and I hope for a positive response. Thank you!

Sincerely,

Jose Roland Soria Jr.
Applicant