

Wenalyn O. Tuyan
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Dear Ma'am/Sir,

Greetings!

I am writing to respectfully express my intent to apply for the position of **Administrative Aide III** in the Faculty of Forestry and Environmental Science. My name is **Wenalyn O. Tuyan**, a 23-year-old graduate of **Bachelor of Science in Agriculture, Major in Agronomy (Cum Laude)** from Visayas State University, Visca, Baybay City, Leyte.

I believe that my academic background, combined with practical experience in administrative and community-related work, equips me with the competencies necessary for this position. During my on-the-job training at the **City Agriculture Office (CAO)** of Baybay City, I strengthened my skills in documentation, records management, client assistance, and coordination—tasks closely aligned with administrative office functions. I also hold **NC II certifications** in Organic Agriculture Production (OAP) and Agricultural Crops Production (ACP) from Uy Integrated Farm in Baybay City, Leyte.

Furthermore, I successfully completed the **KALAHI-CIDSS Cash-for-Work Program**, where I was assigned at the **Jackfruit Processing Center in Cogon, Baybay City, Leyte**. This experience enhanced my ability to collaborate with local stakeholders, implement assigned tasks efficiently, and support community-based initiatives.

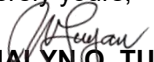
One of the highlights of my academic journey was being an **EAsY Agri-Scholar of ATI-RTC 8**, where I gained exposure to training facilitation, project coordination, and rural development activities. These opportunities helped me develop strong communication, organizational, and problem-solving skills, all of which I believe are valuable for the role.

I am eager to contribute and committed to delivering quality service with professionalism, integrity, and dedication. I am confident that my background, work ethic, and willingness to learn will enable me to perform effectively and responsibly in this position.

I respectfully request your kind consideration of my application. I look forward to the opportunity to further discuss how my qualifications align with the needs of your office.

Thank you very much for your time and favorable consideration.

Sincerely yours,


WENALYN O. TUYAN