

MARIA FATIMA B. ESTROSAS

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DR. LILIAN B. NUÑEZ

Head, BIDANI
Visayas State University Visca,
Baybay City, Leyte

Dear **Dr. Nuñez**,

I am writing to formally express my intention to apply for the position of **Science Research Specialist I**, as advertised on the VSU HRMIS system. I am currently employed at Visayas State University (VSU) as an Administrative Assistant II in the Alumni and Community Relations Office (ACRO). I am seeking new opportunities to grow both personally and professionally by applying for a higher position aligned with my field of study and expertise.

I hold a Master's degree in Agricultural Extension and a Bachelor's degree in Development Communication, both of which are relevant to the implementation of an extension projects such as the Barangay Integrated Development Approach for Nutrition Improvement (BIDANI). For more than seven years, I have been effectively working at VSU extension office, primarily focusing on project monitoring and evaluation of the university's extension projects. In this role, I am responsible for communicating and updating all extension project leaders, consolidating project accomplishment reports, facilitating project funds and resources, monitoring project budget utilization, and addressing concerns of project leaders.

During my two years at the ACRO office, I developed a system that streamlined alumni registration and membership processes. I am a proficient administrative assistant, and my skills extend to technical writing, system development, and media production, all of which can be leveraged to enhance the efficiency of your extension projects.

With my academic background, diverse skill set, and experience, I believe I am a qualified candidate for this position. I am eager to contribute positively to your office and help advance its initiatives.

Thank you for considering my application. I would be delighted to discuss this potential job opportunity further. Please feel free to contact me using the information provided at the top of this letter.

Sincerely,


MARIA FATIMA B. ESTROSAS