

October 15, 2023

Visayas State University

Dear Ma'am/Sir,

Good day!

I am Jeniecel E. Rife, 24 years old, single and a resident of Brgy. Baas, Hilongos, Leyte, Philippines. I am a graduate with the degree of Bachelor of Secondary Education (BSEd) major in Filipino at Visayas State University, Visca Baybay City, Leyte.

Through this letter, I would like to express my sincere desire and strong interest to apply for Science Aide Position. I certainly believe that the opportunity to work in this institution can help me enhance my knowledge and skills.

With great assurance, I can tell you that I am the kind of person who is open for learning, strives to build new skills, good communicator, hardworking, to converse well with anyone and to adapt easily into new environment with creative and resourceful attitudes. I also prioritize the satisfaction of people with my work and can easily work with the people around me.

In case you require knowing further about my credentials and my resume are enclosed with this application. Should you need to call for an interview. I am available on any mutually convenient time. I can be reached at +639386057052 and at jeniecelrife@gmail.com . Thank you very much for accommodating my application, and I hope to hear from you soon.

Very truly yours,

JENIECEL E. RIFE

Applicant