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March 31, 2025

**Marlon M. Tambis**  
Director  
Philippine Root Crops Research & Training Center  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Mr. Marlon,**

I am writing to express my interest in the Science Aide position at your esteemed center. As a recent graduate of Bachelor of Secondary Education, Major in Science from Visayas State University, I am eager to contribute my knowledge and skills to support your organization's mission and objectives.

My academic background has equipped me with a strong foundation in scientific principles, multitasking, time management and customer service. During my pre-service teaching experience, I developed effective communication and interpersonal skills, allowing me to collaborate seamlessly with colleagues and engage students in the learning process. Additionally, I am proficient in administrative tasks, records management, and the use of information and communication technology (ICT) to streamline operations.

I take pride in demonstrating integrity and professionalism in all my endeavors, adhering to ethical standards and maintaining a high level of dedication. I am adaptable to change and committed to delivering service excellence. My problem-solving abilities enable me to analyze challenges and implement practical solutions. Furthermore, I am passionate about promoting gender equality and contributing to an inclusive and respectful work environment.

I am excited about the prospect of bringing my enthusiasm and commitment to your team. Thank you for considering my application. I welcome the opportunity to further discuss how my qualifications align with the needs of your organization.

Sincerely,

**Syrah U. Ababat**