

July 17, 2023

HONEY SOFIA V. COLIS

Director

Human Resource Management Office

Visayas State University

Visca, Baybay City, Leyte

Dear Dir. Colis,

Good day! I was able to read hiring for Administrative Aide III (Clerk I). Relative to this, I would like to humbly apply for the said position. I am Vija Franchesca C. Macuto, 30 years old, single, and a resident of Hilongos, Leyte. I graduated with a Bachelor of Animal Science from Visayas State University last August 2022.

I have worked under College of Management of Economics being a Science Aide. We collected data relevant to the conduct of the study "*Impact Assessment of the Phil-LIDAR Program*" in Mindanao for 2 months. I have worked also as a Field Enumerator under the Office of the Vice President for Research Extension and Innovation (OVPREI). We conducted survey and geo-tagging Jackfruit farms from Leyte and Samar for two weeks. Through my experience, I am now skilled at gathering information and performing data analysis. Furthermore, I have developed the capacity to successfully apply my excellent organizational and communication abilities, enabling me to succeed in team-oriented situations.

For this, I am sending you my documents needed for your perusal. I hope and pray that you may allow me to work with your good office.

Sincerely yours,

Vija Franchesca C. Macuto