

May 30, 2024

PROSE IVY G. YEPES

University President
Visayas State University
VSU, Visca, Baybay City, Leyte

Dear **Ms. Yepes**,

I am Arjay M. Garrido, and I am applying for an Administrative Assistant III position in your office. I obtained my bachelor's degree in animal science from the Visayas State University in 2015. I am a licensed agriculturist, which I obtained in November 2017.

My work experience includes being an agriculturist for 2 years. I was assigned to the Department of Agriculture, RFO 8, where I gained confidence and familiarity with the work they are doing. In addition, I worked for the Philippine Coconut Authority (PCA) in 2017 as a Coconut Development Officer for Padre Burgos and Limasawa. And I am currently working as a science research assistant at Eco-FARMI.

I am responsible and can work well with minimal supervision. I value teamwork, as I believe working with diverse people can help me grow professionally.

I am very much open to an interview at your most convenient time. You can contact me through my email address, akocarjaygarrido@gmail.com, or my mobile number, 09466949429.

I hope for your kind consideration.

Thank you.

Respectfully Yours,

ARJAY M. GARRIDO

Applicant