

Hiring Personnel
Visayas State University
VISCA, Baybay City Leyte 6521-A

February 18, 2022

Dear Maam/ Sir:

Thank you for the opportunity to apply for the Laboratory Aide II role at your Company. After reviewing your Job description, It's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the the job adaptly and perform above expectations.

I am an adaptable person who has been consistently praised as detail-oriented by my co-workers and management. Over the course of my 8-year career, I've developed a skill set directly relevant to the Laboratory Aide II role you are hiring for, including customer service. Overall, I have consistently demonstrated multitasking and technical abilities in every aspect of my Utility Messenger Role at the Department of Horticulture, Visayas State University and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me @ 09124976519 or via email at rodelnayre.28@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

RODEL A. NAYRE
Applicant