

October 21, 2024

DR. PROSE IVY G. YEPES
President
Office of the President
Visayas State University
Visca, Baybay City, Leyte

Ma'am:

Greetings!

I am writing to express my interest in the Administrative Assistant II position (Clerk IV). My name is Lee Andrew L. Gonzales, a fresh graduate from Visayas State University with a Bachelor's degree in Biotechnology, specializing in Industrial Biotechnology. I graduated magna cum laude and was honored to receive the DOST undergraduate scholarship.

During my academic career, I honed my administrative skills through various projects that required meticulous planning, organization, and resource management. My education provided me with a solid foundation in critical thinking and problem-solving, enabling me to analyze data effectively and make informed decisions. I am adept at managing documents and records, ensuring compliance with standards necessary for effective university operations.

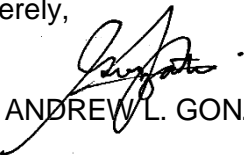
In addition to my technical background, I possess strong information and communications technology (ICT) skills, which I utilized to enhance project management and communication within team settings. My experience at the Crop Biotechnology Center at PhilRice as an intern allowed me to develop practical knowledge in managing resources and collaborating with diverse teams, further enhancing my ability to facilitate information exchange effectively.

My thesis work focused on fermentation processes and bioprospecting, which not only provided me with relevant experience in microbiology and chemical analysis but also strengthened my ability to monitor and evaluate ongoing projects. This experience aligns well with the requirements for process management and evaluation outlined in the job description.

I have attached my personal data sheet and curriculum vitae for your review, which provides further details on my qualifications. I am eager to contribute to VSU's mission by leveraging my academic achievements and practical experiences. I am also open to any training opportunities that may arise within your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team.

Sincerely,



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