

January 12, 2025

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Dear Madam:

Greetings!

I am Alberto D. Custodio Jr., a graduate of Bachelor of Science in Statistics at Visayas State University - Baybay Campus. I have been granted Civil Service Eligibility for passing the Career Service Professional Examination conducted on August 11, 2024 with a rating of 90.20%. I am writing to express my interest in the Science Research Specialist I position in your esteemed institution.

I held a position as a Statistical Researcher at the PSA - Leyte. In this role, I demonstrated professionalism and integrity while carrying out tasks, avoiding bias or influence in the data collection and ensured that the data is collected accurately and completely, following standardized procedures provided by the PSA.

Additionally, my time as an Administrative Aide at the PSA - Southern Leyte equipped me with strong organizational skills, attention to detail, and an ability to manage multiple tasks efficiently. I was responsible for ensuring documents and records of different processes are in place, assisted in the preparation of survey materials of statistical researchers and documents of employees, and handling other administrative functions in the office.

Furthermore, as a Freelance Statistician, I developed proficiency in utilizing Microsoft Office applications and statistical software, which made me responsible for conducting comprehensive data analyses and statistical modeling. In this role, I have honed my ability to work with large datasets, perform advanced statistical analyses, and generate reports and statistical findings suited for technical and non-technical audiences.

With my background in statistical research and data analysis, combined with my practical experiences at the Philippine Statistics Authority (PSA), I am confident that I possess the skills and expertise required to contribute to your team's research efforts effectively. Thank you for considering my application.

Sincerely,



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