

MARICAR B. POSAS

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LOURDES B. CANO

Director, ODHRM
Visayas State University
Visca Baybay City, Leyte

Dear Ma'am;

Good day! I am writing this application letter in connection with the opening of Education Research Assistant position. I graduated from this University last 1998 with a degree of Bachelor of Animal Science.

I have worked several odd jobs to provide for my family after I graduated. I worked as data encoder, clerk. I have developed myself in terms of technical and personal skills that I think would be useful in any career path.

Currently, I have been assigned by the Dean of the Graduate School Dr. Anabella B. Tulin tasks assigned to Ms. Heide S. Lasquites whom she left her post. In view thereof, I have become quite familiar with the nature of the job that Ms. Lasquites used to perform. With this job familiarity, an orientation is no longer necessary, as far as I am concerned.

Thank you and looking forward to your favourable action on this job application.

Very truly yours,



MARICAR B. POSAS
Applicant