

October 10, 2023

**ANTONIO P. ABAMO**

Director  
Office of the Director for Extension  
Visayas State University  
Visca, Baybay City, Leyte

**Subject: Application for Science Aide**

**Dear Sir Abamo,**

I wish to apply for Science Aide Position or any position commensurate with my qualification. I am Sherwin Gerilla Grado, a Bachelor of Science in Criminology graduate at Holy Spirit College Foundation in Tacloban City, Leyte.

According to the job description, you're looking for candidates that exhibit professionalism and honesty, adhere to VSU's service level agreements or standards of delivery, have strong communication skills, and engage with co-workers in an effective manner. I believe I am centred on relationships, professionalism, and functional abilities as they apply to criminology graduates. Additionally, during my education, I was able to manage all types of individuals during my days of on-the-job training when I was hired at Tacloban City's Police Station II. I am certain that I will work as a Science Aide at Visayas State University Baybay Main Campus with the same zeal and tenacity.

If given a chance, I am willing and ready to report for an interview at your convenient time. You may contact with my mobile number **09309043855**.

Thank you very much and more power and blessings to come.

Sincerely,

**SHERWIN G. GRADO**

0930-904-3855  
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