

Michael Jhon P. Gregana  
Maslug, Baybay City  
Leyte, Philippines 6521  
michaeljhongregana@gmail.com  
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**MARLON M. TAMBIS**

Director  
Philippine Root Crops & Research Training Center  
Visayas State University  
Visca, Baybay City, Leyte


Greetings!

I am excited and I am writing this letter to express my desire to apply for Administrative Aide IV (Clerk II) position for Philippine Root Crops and Research Training Center. The job description that you have provided for this position aligns well with the skills I gained through my experiences as Administrative Aide at University Student Services Office (USSO) during Professor Manolo Loreto's time.

Possessing high aspirations along with a profound ability to work in a fast-paced environment. I would really appreciate the chance to share my skills and enthusiasm to my colleagues. I believe that I have developed the capability of managing and measuring work in a professional manner. My customer focused approach, attention to detail, ability to identify root cause of issues, and passion in creating solutions makes me a perfect candidate for this position. My enclosed resume contains complete details of my skills and qualifications.

Thank you for your time and consideration.

Sincerely,

  
Michael Jhon P. Gregana

Applicant