

June 16, 2021

HONEY SOFIA V. COLIS

OIC, Director

Office of the Director for Human Resources Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Good Day!

I'm writing to express my interest to apply to the vacant **Administrative Aide III** position to be assigned at the Institute of Tropical Ecology and Environmental Management. I believe I have the qualifications to successfully fulfill your requirements.

I am a graduate of Associate in Fisheries Technology major in Aquaculture in Cebu Technological University former Cebu State College of Science and Technology. I've worked as a Science Research Aide for almost 8 years now at the Institute of Tropical Ecology and Environmental Management – Aquatic Ecosystems Division. As a Research Aide, I am able to engage in different research and extension activities. I am currently the hatchery in-charge in VSU Multi-species Hatchery. I was also able to conduct and assist different project on artificial reef monitoring, coastal resource management, culture and phenology of the brown seaweed *Sargassum*. I was also able to help students in the conduct of their field sampling and thesis on marine flora and fauna. I have also the opportunity to help the admin aide in maintaining the cleanliness of the marine laboratory and tilapia hatchery, inventory and repair of the laboratory equipment and diving gears.

I am very much interested to impart and enhance my knowledge and skills that I have acquired in school and from my previous working experience. This will help me become more productive and competitive. I am also very much willing to be trained and determined to learn the things that I don't know yet. My working experiences in different field with different department head taught me to be flexible and adapt easily. This helps me able to deal with different people and understand different situation.

In addition, I have attached my Resume, Transcript of Records, Diploma, Certificates and Personal Data Sheet for further reference. Thank you so much for your time reviewing my application.

Sincerely yours,


ORLEAN C. CAPIN
Applicant