

Application Letter

Position: Science Research Specialist

**Cerilo V Soria**

Brgy. Gabas Baybay City Leyte

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Dear Ma'am/Sir,

I am writing to apply for the Science Research Specialist position at Visayas State University. While I do not have formal research experience, I have strong supervisory and organizational skills that I believe would be valuable to your team.

In my previous roles as a Supervisor/Officer in Charge, I managed a team and oversaw daily operations, ensuring tasks were completed efficiently and on schedule. My experience in coordinating administrative duties has equipped me with the ability to streamline processes and maintain organization, which I believe is crucial in a research environment.

Having obtained my Bachelor's degree from Visayas State University, I am deeply familiar with the institution's culture, values, and commitment to excellence. I am eager to leverage my educational background and professional experience to support the university's administrative operations and contribute to its continued success.

I hoping you would consider this application.

Sincerely,

Cerilo V. Soria