

July 21, 2023

**MARLON M. TAMBIS**

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

Dear Dir. Tambis,

Good day! I was able to read hiring for Administrative Aide III. Relative to this, I would like to humbly apply for the said position. I am Vija Franchesca C. Macuto, 30 years old, single, and a resident of Hilongos, Leyte. I graduated with a Bachelor of Animal Science from Visayas State University last August 2022.

I have worked under College of Management of Economics (CME) – VSU Main Campus being a Science Aide. We collected data relevant to the conduct of the study "Impact Assessment of the Phil-LIDAR Program" in Mindanao for 2 months. I have also worked as a Field Enumerator at the Office of the Vice President for Research, Extension, and Innovation (OVPREI). We conducted field surveys and geo-tagged Jackfruit farms in Leyte and Samar. Through my experience, I am now skilled at gathering information and performing data analysis. Furthermore, I have developed the capacity to successfully apply my excellent organizational and communication abilities, enabling me to succeed in team-oriented situations.

For this, I am sending you my resume for your perusal. I hope and pray that you may allow me to work with your good office. Thank you and God bless!

Sincerely yours,

Vija Franchesca C. Macuto