

March 20, 2025

ROMEL B. ARMECIN

Director
National Abaca Research Center
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

Good day!

I am Jonathan A. Baltazar, a resident of Brgy. Guadalupe (Utod), Baybay City, Leyte. I am pleased to apply for the Science Aide position at the National Abaca Research Center, Visayas State University. As a Bachelor of Science in Environmental Management graduate from Visayas State University, I have the necessary skills and knowledge to perform all duties required for the job. I believe I would be a good fit for your team.

I am currently employed by Visayas State University's Alumni and Community Relations Office as a database encoder and clerk. My work experience and academic knowledge have provided me with a diverse set of skills that will enable me to meet the position's requirements. If given the opportunity, it would be an honor to bring such experience and skills to your workplace.

Attached here is my Personal Data Sheet (PDS) for your reference. I am more than willing to submit for an interview at your convenience. Please feel free to contact me via email at baltazar.environment@gmail.com or mobile number at 0938-500-9078.

I appreciate you taking the time to review this application; I hope to hear from you soon. Thank you, and God bless!

Sincerely yours,


Jonathan A. Baltazar
Applicant