

**OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT**

Visayas State University

Visca, Baybay City, Leyte Philippines

To whom it may concern;

Good day!

This is to convey my interest in applying for a Education Research Assistant I position in your institution. I have a degree in Bachelor of Science in Secondary Education, major in Biological Sciences. I'm seeking the opportunity to implement my knowledge and skills and make a contribution to your institution, and with my educational background, I could deliver confidence, passion and knowledge to perform my duties and responsibilities effectively.

I have taken the opportunity to learn a variety of knowledge and experiences which I could contribute to your system. As a result, I consider myself as a compassionate person, who remains sensitive to everyone's differences, employs effective listening, and provides individual and whole group support to achieve the set goals and objectives of my work.

Please consider my application as a sincere intent of interest. I would enjoy the opportunity to meet you in order to discuss how my skills and experience will enable me to make valuable contributions to your institution. Thank you for your time and consideration.

Sincerely,

HONEY GEE R. LOVENDENO

APPLICANT