

June 13, 2022

Robelyn T. Piamonte

Director

National Abaca Research Center

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Piamonte,

Greetings of peace and prosperity!

I am writing this letter to express my interest to apply as a Science Aide in your office. Please consider me as an applicant for the said position. I am a graduate of Bachelor of Science in Development Education major in Agricultural Extension here at the Visayas State University.

I have been working as a science research assistant at the Department of Agricultural Education and Extension for almost 2 years which has given me confidence and experience in terms of communicating with different types of individuals with different personalities, and office work and processes. I have also served as a liaison to the LGUs and other government agencies for important transactions and the procurement of needed supplies and materials for multiple projects. Additionally, I have facilitated training, seminars, workshops, and other group activities related to the corresponding projects that I was assigned.

I strongly believe that with my field of expertise, hard work, willingness, determination, and dedication I can fully perform and fulfill my duties and responsibilities as a science aide. I have attached my curriculum vitae for your review and this should give you some idea of my educational qualifications and experience. However, I look forward to an opportunity to meet with you and further discuss my qualifications. I am open for an interview at a time most convenient to you. I can easily be contacted through my mobile or email address.

Looking forward to your positive response.

Thank you for your kind consideration.

Respectfully,



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