

June 14, 2022

**ROBELYN T. PIAMONTE**

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

Dear Dr. Piamonte:

I would like to apply for the Administrative Aide-I in the National Abaca Research Center (NARC), Visayas State University for I am interested to occupy this position. I took and graduated Auto-Mechanics and Driving Course at the Bohol Technical Institute last 2005. This course involves introduction and familiarization of automobiles, principles of electricity in an automotive, automotive engine (gasoline), diesel engine, driving and traffic rules and regulations, power drive trains, under chassis and drawing, and driving and related shop work.

I am currently working as a laborer (job order) in the NARC for almost 14 years, with this, I am also exposed to the activities conducted in the NARC welding shop. Activities dealt with were stripping abaca, masonry, welding, carpentry, electrical, and plumbing. I also have a good attitude and excellent interpersonal skills. I am certain that my experiences will allow me to meet the qualifications you are looking for. Rest assured that I can properly handle and perform my duties and responsibilities in the said position. I am also willing to learn new skills and be trained in this area.

Along with this letter, I attached herewith my resume for your full consideration. I deeply appreciate your time in reviewing my application and it will be my pleasure to have a discussion with you. Please contact me on this number +639307845155.

I look forward to hearing from you soon.

Very truly yours,

  
**ROY P. BARBOSA**