

June 30, 2021

EDGARDO E. TULIN

Director

Philippine Root Crop Research and Training Center

Thru: LISA I. ARCE

Assistant Director

Philippine Root Crop Research and Training Center

Visayas State University

Dear Sir,

I am writing in response to the advertisement posted online for the position of Science Research Aide.

I am Tiffany Kane Kim E. Garduce, 24 years old, single and a resident of Bgry. Pomponan, Baybay City, Leyte. I graduated on June 14, 2019 with a degree in Bachelor of Development Education major in Agricultural Extension in the Visayas State University.

After reading the qualifications and major functions, I am confident that I am fit for the said position. During my internship in the Office of the Municipal Agriculture, I have developed certain skills that will help me be able to fulfill this job. In addition, I am more than willing to be trained if need be.

I would appreciate the opportunity to meet with you for an interview at your most convenient time. I have enclosed my Personal Data Sheet (PDS), Transcript of Records (TOR) and Diploma for your perusal. You can contact me through my mobile number 09675577495. I appreciate your time reviewing this email and hope to hear from you soon.

Very truly yours,

Tiffany Kane Kim E. Garduce

Applicant