

May 18, 2021

Dr. Ma. Rachel Kim L. Aure

Director
Office of the Director for Instruction and Evaluation
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Aure:

I wish to apply for an Education Research Assistant I position in your good office.

At present, I am working as Data Entry Machine Operator on a job order basis here in VSU specifically at the Records and Archives Office. I am very reliable and detail-oriented. I organized my time and work very effectively and efficiently. In addition, I have almost 3 years of experience working as Clerk at the Department of Agricultural Education and Extension (DAEEEx). Part of my functions as Clerk include preparation of curricular offerings of the department, preparation of projected/actual/individual faculty workload every semester and act as TPES Evaluation Facilitator to conduct evaluation of faculty members. I am confident enough that my educational preparation and work experiences help me better serve your office.

As to my background and other work experiences, please refer to my personal data sheet and transcript of records for your perusal and evaluation.

Thank you.

Very truly yours,



JIMBO S. POSAS

Address: Brgy. Marcos, Baybay City, Leyte
Mobile Nos: 09068651880/09199807740
Email Add: posasjimbo@gmail.com