

January 17, 2023

HONEY SOFIA V. COLIS

OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Madam,

Greetings!

Sub: Application for any Science Research Assistant

Dear Sir/Madam,


I am **Gretchen Mae M. Prado**, writing this letter to apply for the available job position at **Department of Horticulture**.

I have 7 years of experience as a **Science Research Assistant** and 3 years as **Laboratory aide**, a graduate of Bachelor of Science in Agriculture and currently 2nd year student in Masters of Science in Agronomy minor in Horticulture. I would be grateful for the opportunity to showcase my abilities further at a personal interview that can fully reveal my desire and capabilities that can contribute to your organization.

Please feel free to contact me if you have any questions or require any additional information. Hoping for a positive response from your good office.

Thank you very much for your time and consideration.

Sincerely,


Gretchen Mae M. Prado
Mobile No. 09317200462