

**MOISES NEIL V. SERIÑO**

Vice President for Administration and Finance  
Visayas State University  
Visca, Baybay City, Leyte

Thru:

**HONEY SOFIA V. COLIS**

Director, HRMD  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Seriño,

*Greetings!*

I am writing to express my strong interest in applying for a Science Research Assistant position at the Office for the Vice President for Research, Extension, and Innovation at Visayas State University. My education, experience, and training have equipped me with the necessary knowledge and skills to make me a great addition to your office.

I am Marjorie B. Merano, 29 years of age, married, and a resident of A. Bonifacio St., Baybay City, Leyte. I graduated with a Bachelor of Science in Computer Science at Visayas State University in 2017. I am competent in providing timely, efficient, and accurate results. Throughout my three years of experience as Job Order (JO) Science Research Assistant at the Research Office, I have consistently demonstrated my ability to handle a variety of responsibilities with efficiency and precision, which has also afforded me skills and accurate decision-making abilities.

I am eager to continue contributing my knowledge, work ethic, and service-oriented mindset to the University. Enclosed are my Personal Data Sheet, curriculum vitae, transcript of records, and diploma for your review.

I am looking forward to your positive response. Thank you so much.

Sincerely yours,

  
Marjorie B. Merano