

Mark Ryan R. Tripole
Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Tambis,

Greetings!

I am Trisha Mariel B. Trigosa, currently living at Brgy. Caridad, Baybay City, Leyte. I graduated with a degree in BS Biology major in Ecology at Visayas State University last August 2023. I am writing to express my interest in applying for the position of **Administrative I** and I hope to be qualified for the job.

I was able to attend a short course on freshwater biomonitoring that was organized by the Department of Biological Sciences for the Development of a Tropical Ecosystem Health Scorecard (TrEcH) project, and a student researcher of the said project with a thesis title of “Phytoplankton and Bioindicators of Water Quality in Pagbanganan River, Baybay City, Leyte”. I am also a Department of Science and Technology (DOST) Scholar and a member of the Commission On Youth which is a church organization.

One of my best assets would be communicating with various groups of people. I can communicate in English, Filipino, and Cebuano, and proficient in dealing with people. This is because of my years of leadership experience and community work in the Commission on Youth which is a church organization. We develop activities that would benefit the youth of the community and coordinates with other organizations, stakeholders, and priests for the success of a project or activity. I am actively involved in the administrative works of each activity, may it be parish, vicarial, or diocesan level. And these experiences made me also develop certain values such as leadership, keen observer of details, good interpersonal skills, and can work with minimal supervision which are valuable contributions to the position I am applying for. I am also proficient in using Microsoft office applications such as Word, PowerPoint, Excel, and Publisher.

I hope you find this letter rather appealing, and I will be deeply honored if you would accept my application. Thank you very much.

Respectfully yours,


TRISHA MARIEL B. TRIGOSA