

18 August 2021

Dr. ALELI A. VILLOCINO

Office of the Vice President for the Student Affairs and Services
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Villocino**:

Greetings!

May I have the honor and privilege to submit my application for **Education Research Assistant I** in your office, I am 27 years of age, in the best of health and with good moral standing in the community and from my previous employer. I had finished a degree in Bachelor of Science in Agribusiness at Visayas State University and a graduating student in Master in Management major in Business Management at the same university.

With my office and field work experience, these had molded me to become a person with a high perspective towards work. And in my previous job, as a Project Development Officer in the Department of Social Welfare and Development assigned in Eastern Samar it has given me more knowledge on how to cope and interact in the field area. It is my earnest desire and passion to continue to develop my skills in interacting with people while creating a challenging and fun environment.

In addition to that I already have my Career Service Professional Eligibility.

Hereto attached is my Personal Data Sheet for your perusal. Thank you for considering my application. I would appreciate the opportunity to be interviewed and look forward to hearing from you in the near future.

God Bless!

Respectfully yours,


NORBERT JOHN O. VILLAS

Applicant