

Viviane May Ortega

Brgy. Gaudalupe Utod Baybay City Leyte

09199310756

ovivianemay@gmail.com

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Philippine Root Crops Research & Training Center

Dear Ma'am/Sir ,

I am writing to express my interest in applying for Administrative Aide III (Utility Worker II) I am a recent graduate of the Bachelor of Science in Agriculture major in Animal Science from Visayas State University, and I would be honored to begin my career with your reputable team

During my on-the-job training at Chandria Integrated Farm, I gained hands-on experience in livestock handling, feed preparation, farm sanitation, record-keeping, and harvesting of crops. I also became familiar with biosecurity protocols and proper animal welfare practices. These experiences have developed my sense of responsibility, teamwork, and adaptability in a farm setting.

I am a hardworking and motivated individual who is eager to learn and contribute to the success of your farm operations. I believe that working with your team will allow me to apply what I've learned while continuing to grow professionally.

I have attached my resume for your reference. I would be grateful for the opportunity to be interviewed and discuss how I can be of help to your team. Thank you for considering my application.

Respectfully yours,

Viviane May Ortega



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