

March 18, 2021

LISA I. ARCE

Director, Philippine Root Crops and Research Training Center

Visayas State University

ViSCA, Baybay City, Leyte

Dear Ms. Arce,


I'm writing to you regarding the Administrative Aide I (Utility Worker I) permanent that opened up recently. I came across the competencies and qualifications you wrote on jobs.vsu.edu.ph and was delighted to find that my accomplishments and work experience meet all of your needed requirements.

I am a committed and motivated individual with a broad range of adaptable skills gained in challenging working environments. At this point, I've accumulated more than 3 years of experience as a laboratory aide in Visayas State University, giving me a firm grasp of the complexities of grounds keeping and maintenance. Currently, I work at the Department of Plant Breeding and Genetics as a laboratory aide, where I manage to assist faculty in the preparation of laboratory materials and equipment, collection of plant samples and other materials for instructional purposes, assist faculty and students in setting-up experiments in the field, takes charge in the maintenance of laboratory equipment, audio-visual equipment and other classroom and laboratory facilities, takes charge of the cleanliness and maintenance of classrooms, laboratory rooms, office and other facilities of the department of Plant Breeding and Genetics including the classrooms/laboratory rooms (DPBG-PSB # 12 and #13) in the Plant Science Building, takes charge in ensuring the safety of the DPBG office and all facilities, follow-up and deliver documents in different offices/units of the university (from time to time).

I strive to maintain a safe working environment to prevent accidents and preserve valuable equipment. My perfect track record is evidence of my high attention to detail. I can leverage these skills to train, assist, and monitor the work of a vast team. I am tremendously excited by the prospect of being able to utilize my knowledge for our mutual benefit.

I strongly believe that I have all the qualities you require for this position. In conclusion I want to state that I would be very highly appreciative for a chance to prove myself, and look forward to meeting you for an interview.

Sincerely,


Gilbert D. Modina
Applicant