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HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Dear Madam:

Greetings!

I am writing to express my interest and apply for the recently announced opening of the job position of Science Research Specialist I.

I am Trixia P. Gonzales, a graduate of Bachelor of Science in Statistics from the Visayas State University Main Campus. My studies there have given me the skills on how to properly collect, manage, and analyze data and in generating reliable and accurate statistical measures and reports. During my On-the-Job Training (OJT) at PSA-Leyte, I gained hands-on experience in data management and developed key skills such as patience, persistence, and attention to detail, which I believe to be essential in research. In addition, my former role as a Science Research Assistant has strengthened my skills in data management and statistical analysis, as my role includes managing and analyzing the data of the research project, as well as presenting the results of the data analysis through written and oral reports.

Thank you for taking the time to consider this application. I would welcome the opportunity to meet with you and further discuss my qualifications. I look forward to hearing from you soon.

Respectfully yours,


TRIXIA P. GONZALES