

August 30, 2025

HONEY SOFIA V. COLIS

*Director, HRMD*

VSU, Baybay City, Leyte

**Dear Director Colis;**

I am writing to formally express my interest in applying for the position of Administrative Aide III (Utility Worker II) at the Philippine Root Crops Research & Training Center. As a fresh graduate of Bachelor of Science in Forestry from Visayas States University, I am eager to begin my career in public service by contributing to your institution's vision of advancing research and development in root crops for the benefit of farmers and communities.

During my academic years, I developed strong skills in performing organizational, clerical, and field-related tasks, as well as adaptability in handling diverse responsibilities. I may be a new graduate, but I am highly motivated, hardworking, and willing to learn. I am confident that with proper guidance, I can efficiently carry out the duties expected of the position, such as assisting in administrative support, maintaining cleanliness and orderliness in the workplace, and providing reliable utility services.

I strongly admire the role of the Philippine Root Crops Research & Training Center in promoting sustainable agricultural development. It would be a great honor to be part of your workforce and contribute to your mission while also gaining valuable work experience and professional growth.

I would greatly welcome the opportunity to discuss how my skills and experiences can support your team's goals. I am available for an interview at your convenience and can be reached at [0951-511-9812](tel:0951-511-9812) or via email at [chenniebarrientos4@gmail.com](mailto:chenniebarrientos4@gmail.com).

Thank you for taking the time to review my application. I look forward to the possibility of contributing to your dedicated work in protecting and preserving our natural resources.

Sincerely,



**Chennie V. Barrientos**

*Applicant*

09515119812

[chenniebarrientos4@gmail.com](mailto:chenniebarrientos4@gmail.com)

Palhi, Baybay City, Leyte