

CRISLIN B. CRUZ-CORTEZ

Director

Business and Resource Generation Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Crislin,

I am writing to express my interest in applying as Administrative Aide IV in your good office as advertised on VSU HRIS. I am one of the Clerk at the Department of Agronomy and also pursuing my MS degree in Agronomy. I've already finished all my MS subjects and I'm currently working for my Graduate Thesis. As Clerk at the Department of Agronomy, I assisted project leaders for the submission of their recommendation and appointment, quarterly and annual reports. I also assisted visiting farmers and students inquiring about different kinds of crops.

Working with different kinds of people wasn't new to me. I worked as an enumerator for the Philippine Statistics Authority for the 2020 National Population census. I also worked as Graduate Teaching Assistant wherein I taught laboratory classes for Agro 21, CpSci 21, AgSc 21 and AgSc 20. I am an introverted person but my work experiences dealing with people positively developed my interpersonal and communication skills. What drew me to your job posting was the opportunity for me to learn more and learn something new about administrative works.

Thank you so much for considering my application. Please see my updated curriculum vitae. I am always open to have an interview at the time convenient for you. I am hopeful to be working with your team.

Respectfully,

Lovely V. Paderes