

October 30, 2024

SANTIAGO T. PEÑA

Vice President, OVPREI
VSU, Baybay City, Leyte

Thru:

HONEY SOFIA V. COLIS

Director, HRMO
VSU, Baybay City, Leyte

Sir/Ma'am:

Herewith I send an application letter, resume and credentials.

I am writing to express my interest for Science Research Specialist I position at Visayas State University - Office of the Vice President for Research, Extension, and Innovation. I recently graduated with a Bachelor of Science in Medical Biology from Doña Remedios Trinidad Romualdez Medical Foundation, Inc. with flying colors. I am also first-time Civil Service Professional Passer and Honor Graduate Eligible certified by CSC-VIII. I would like to note that while I understand a diploma is required, my school has not yet released it. However, I have successfully completed all necessary requirements for graduation and am confident in my qualifications for this role. I am excited about the opportunity to contribute to such impactful work and to further develop my skills in a professional environment.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your office. Please feel free to contact me at your convenience.

Sincerely yours,


MA. KATE DEANIELLE C. VALDEO
Applicant