

April 2, 2025

Dear Ma'am/Sir,

Greetings!

I am Wenalyn O. Tuyan, a 23 years of age and a graduate of Bachelor of Science in Agriculture Major in Agronomy (Cumlaude) at Visayas State University, Visca, Baybay City, Leyte. I have my On-the-Job-Training at the City Agriculture Office (CAO) of the Municipality of Baybay City. My experience at CAO honed my skills and knowledge. I am also NC II holder of Organic Agriculture Production and NC II holder of Agricultural Crops Production at Uy Integrated Farm in Baybay City, Leyte. I am writing to express my interest in the position of a Administrative Aide III. I am interested and more than willing to apply and willing to invest time and effort to complete a certain responsibility to the best that I can. This will give me an opportunity to further my professional growth with different kinds of new experiences and exposure. I would like to apply and please consider me an applicant to the position.

Attached herewith, is my resume, transcript of records (TOR) for your perusal. If my application merits your consideration, I am available for an interview at your most convenient time and can be reached at 0963-911-4210 or via email at [wenalyntuyan@gmail.com](mailto:wenalyntuyan@gmail.com).

Thank you and God bless.

Sincerely yours,

  
**WENALYN O. TUYAN**