

ALMERA P. PENING

February 5, 2024

HONEY SOFIA V. COLIS

Director, HRMO

VSU, Baybay City, Leyte

Dear Dir. Colis,

I am writing to express my sincere interest in the Administrative Aide VI (Clerk III) position or in any position that fits my qualifications at the Information and Communication Technology Management Center. I am optimistic that I can make use of my educational background and work experience to meet the specified requirements.

I have taken on significant responsibilities with sincerity throughout my career. Previously, I worked as a Science Research Assistant at Visayas State University-Technology Business Incubator (VSU-TBI) for more than a year. I took part in its two finished projects, which were funded by two different agencies, Department of Agriculture - Bureau of Agricultural Research (DA-BAR) and Department of Science and Technology - Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (DOST-PCAARRD), and I think I've accumulated enough expertise to provide the best results once hired..

Additionally, I am highly coachable, adaptable and can work with minimal supervision or none at all.

Herewith, I have enclosed my resume to provide detailed information on my qualifications and skills for your perusal.

I would look forward to getting the opportunity to meet with you for an interview. You are very welcome to contact me by email at almerapening@gmail.com or by phone at 09948381227. Thank you for your time and consideration.

Yours sincerely,

Almera P. Pening

