

August 18, 2021

Office of the Director for Human Resource and Management

Visayas State University

Dear Sir/Ma'am,

Peace and Goodwill!

I am writing to you regarding the Research Assistant position in the Office of the Director for Human Resource Management at Visayas State University. As a graduate of Bachelor of Secondary Education Major in Music, Arts, Physical Education and Health from your University, I have the necessary academic background to be competent contributor to your research team.

My experience writing my graduate papers has helped me develop the skills necessary for this position. Specifically, my experience with writing various academic reports as an English teacher in an ESL company and as a substitute teacher recently in Ciabu National High School has equipped me with not just the reading and writing skills you're looking for in your ideal candidate but can even work under pressure and a fast learner since it's the nature of my recent job.

I maybe had only teaching experiences but I've learnt how to manage my work in a collaborative environment. Given the chance to work on something new to me, would definitely test how flexible I am as an effective individual and as I works well with the team.

I look forward to discussing my candidacy with you in person or through email. If any additional information will help move my application forward, please let me know. Thanks for your time and consideration.

Sincerely,

MARY LILIBETH A. PELIGRINO

Applicant