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August 04, 2021

Ms. Angelita Paradero
Department Head
Department of Business Management
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ms/Mrs. Paradero,

Please accept my letter of application for the position of Part-time College Instructor at Department of Business Management in the Visayas State University.

I am a graduate of Agribusiness last June 2020 from Visayas State University-Main Campus, as well as one-semester experience teaching at the college level. During this five month period, I instructed at Visayas State University-Alangalang Campus, Alangalang, Leyte, and was directly responsible for handling Agricultural Business Finance, Agricultural Marketing and The Entrepreneurial Mindset in the Agriculture Department.

I look to bring my love of education, my well-developed knowledge in this field, and my love for teaching to your college. I am confident that this experience, my professional references, my communication and mentoring skills make me an excellent candidate for this position.

I chose to submit my application in your institution because I believe you can provide a very good opportunity to your teachers to hone their skills and to improve themselves by participating in various professional development workshops and trainings in and out of the school. I believe choosing what is best can bring out the best in people like me who want to improve continuously.

My resume is enclosed; I am forwarding an official copy of my transcript along with references under separate cover. I look forward to speaking with you.

Thank you for your consideration

Very yours truly,


Lyka T. Artugue