

July 16, 2025

Doryn L. Avila

Department Head

Department of Business and Management

Visayas State University

Dear Ms. Avila,

I am writing to express my genuine interest in being considered for a part-time instructor position. As a proud graduate of VSU, I am currently pursuing a Master of Management degree with a concentration in Agribusiness Management. I have substantial experience in research and community-based extension work, and I am eager to contribute to the academic development of students within the department.

My academic journey and professional experience have prepared me to teach courses related to agribusiness, marketing, entrepreneurship, and management. I am currently involved in several university-based research projects funded by CHED, ACIAR, and SEARCA, where I've taken on responsibilities such as field coordination, data analysis, value chain diagnostics, and stakeholder engagement. These experiences have strengthened not only my technical and analytical skills but also my ability to communicate and relate with diverse learners, both of which are critical to effective classroom instruction.

What draws me to teaching is the opportunity to inspire and equip students with practical and theoretical knowledge that connects with real-world challenges, particularly in business and rural development. My industry exposure, academic training, and familiarity with the values of VSU make me a strong fit for this role. I am also prepared to handle flexible scheduling, provide support for curriculum development, and collaborate on department-led initiatives.

I sincerely appreciate your consideration of my application. It means a great deal to me to have the opportunity to be evaluated for this position, and I am eager to bring my skills and experiences to your organization. Thank you once again for taking the time to review my qualifications.

Best regards,



MELVIN CARCAJENTE