

September 5, 2022

ELDON P. DE PADUA

Department Head
Department of Agricultural and Biosystems Engineering
Visayas State University
Visca, Baybay City, Leyte

Sir:

I am writing this letter to express my deep interest to apply as a part-time instructor in your department. My intimate friend told me that the Department of Agricultural and Biosystems Engineering has opened a job vacancy for part-time instructors and I am very much willing to grab the opportunity. I felt that I am qualified to be on that job.


In this, below are my qualifications that befit the job:

- A graduate of Bachelor of Science in Agricultural and Biosystems Engineering last August 12, 2022;
- Had 240 hours On-The-Job training in the Philippine Root Crop Research and Training Center; and
- Has attended various seminars and training which further enhanced my technical and theoretical skills.

As a highly motivated person, I view operational problems as challenges that will lead to opportunities waiting to discover. I am a straightforward, organized, and articulate person which I believe could be a great asset to your department. For more information, please contact me at 09637737934 or via email at marnelljoypareja369@gmail.com.

Thank you for your time and consideration. I look forward to speaking with you to any possible employment opportunity.

Respectively yours,


MARNELL JOY J. PAREJA
Applicant