

June 10, 2025

Dr. Christy M. Desades  
Head, Department of Secondary Education  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Desades,

Greetings! My name is Rigil Catherine D. Rodriguez, 26 years of age, and I am writing this letter to you in my desire to apply as **part-time Instructor I** at the **VSU Laboratory High School**. I believe this position is applicable with my credentials as I gained a **Master's Degree in Horticulture** at Visayas State University and passed the **Licensure Examination for Agriculturist last November 2024**.

I was awarded with DOST-ASTHRDP scholarship in year 2023. I presented my Master's Thesis in an International Conference held at Chulalongkorn University in Bangkok, Thailand as sponsored by the DOST-ASTHRDP (year 2024). I am currently working as a front desk receptionist/clerk at VSU Accommodation, for the meantime seeking of a new job opportunity fit with my course.

Hoping for your kind consideration. Thank you and God Bless!

Sincerely,

  
Rigil Catherine D. Rodriguez  
Applicant