

To whom it may concern

Greetings!

I am pleased to express my interest in applying as a Clerk II in your office. I graduated from the Visayas State University, Visca, Baybay City, Leyte, Philippines, with a Bachelor of Animal Science major in Animal Production.

I was formerly working as a Part-time Instructor at Visayas State University Integrated High School (VSUIHS) teaching Agriculture 1 and 3, Values Ed 1 to 3, and Large Ruminant II. Being one of the instructors of VSUIHS, I can say that I am fulfilled because I was able to work and share my knowledge and expertise with diverse young individuals.

Moreover, before becoming an instructor, I had been an Admin Aide in the College of Education for several months, a data encoder at the Department of Animal Science and College of Veterinary Medicine, and a field enumerator at the College of Forestry and Environmental Science last 2017.

Aside from that, I spent one year and five months as a community organizer at the Agricultural Training Institute Regional Training Center 8 (ATI RTC 8). With the skills and knowledge that I gained from my previous work experience, I can work effectively and significantly contribute to your organization's success.

I am willing to be interviewed at your most convenient time. You can freely contact me through this number, +63 998-337-3022.

Thank you for your consideration. God bless you!

Respectfully yours,

A handwritten signature in dark ink, appearing to read 'R. Balana', is written over a light blue rectangular background.

RUEL R. BALANA

Applicant