

15 January 2025

Rickson C. Albez, RChT

4 Omangs Apt., B6 L1, Orchids St.,
Dolores Homesite Ext.,
Dolores, CSF(P) 2000, Philippines

MARK RYAN R. TRIPOLE

Department Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Tripole:

I am Rickson C. Albez, and I hold a bachelor's degree in Agricultural Chemistry (*cum laude*) from the University of the Philippines Los Baños. I am writing you this letter because I happen to apply for the vacant Instructor III position at Visayas State University.

Please be informed that I do not own any documents about my performance rating in my previous freelance private Chemistry tutor job. You may, however, view my profile at MyPrivateTutor Philippines using the following [link](#).

Should you have any more questions, please feel free to reach me at my contact details below.

Sincerely,

Rickson C. Albez
ricksonalbez@gmail.com
(0926) 544 6074