

January 21, 2022

ELIZA D. ESPINOSA

Director
Institute of Tropical Ecology and Environmental Management
Visayas State University
Visca, Baybay City, Leyte, 6521-A

Ma'am;

My name is Cathlyn Mae B. Ngocho, and I'm writing to you regarding the hiring for Agricultural Technician I position in the Institute of Tropical Ecology and Environmental Management (ITEEM) at Visayas State University. As a graduate in Bachelor of Science in Agricultural Engineering from Visayas State University, I have the necessary academic background to be a competent contributor to your team.

My experience in research and report writing is with my undergraduate papers, with the title "Design of a 100-head double row shed-type Cattle Feedlot: A field practice experience at the D'Hermanos Farm Corporation, Sitio Mauricio, Brgy. Bulihan, Rosario, Batangas" and had helped me develop and fine-tune the skills necessary for a full-time technician position. Specifically, my experience with reviewing literature and writing various academic reports have equipped me with the reading and writing skills you're looking for in your ideal candidate.

I had my on-the-job training at the D'Hermanos Farm Corporation, a corporation type of business accredited by the DV Boer Farm International Corporation, and absorb the necessary skills needed. Some of my experience during the internship includes the design of agricultural machinery and equipment using computer technology (AutoCAD.), recording data pertaining to experimentation, research and animal care, and engineering design and manufacturing of animal storage and housing.


Furthermore, I was a MAYA Intern of the Department of Agriculture and was assigned at the Provincial Fisheries Office of Biliran under the Bureau of Fisheries and Aquatic Resources (BFAR:PFO-Biliran) and this tremendous experience has allowed me to become a good team player, expose and affiliates me to the office interest in the environment, and helped me acquire the crucial time management, necessary knowledge, communication skills, and report preparation with analytical graphs after a research work on the field.

Besides that, I offer excellent communication and interpersonal skills with the ability to clearly explain the purpose of research to confederates and subjects. I've learnt how to manage my work in a collaborative environment. Furthermore, I understand the intricacies of technical work. I can maintain focus on my individual tasks, with full knowledge of how they contribute to the overall research goals, no matter how mundane and repetitive my tasks are.

My skills in team and operational leadership have been finely honed, and I am confident that my additional strengths will readily translate to your environment at ITEEM. Necessary documents such as Curriculum Vitae, Transcript of Records (TOR), and necessary certificates shall be attached for this application.

I would gladly welcome any opportunity that you could offer. I am hoping to hear from you soon and have the chance to work with you.

Respectfully yours,



CATHLYN MAE B. NGOHO

Applicant, Science Research Assistant
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