

July 2, 2024

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Dr. LUZ G. ASIO
Department Head
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Asio,

Good day!

I am Joannah O. Quilario, a graduate of Master of Science in Agronomy minor in Soil Science at the Visayas State University. I also finished my degree in Bachelor of Science in Agriculture majoring in Agronomy at the same university. I am writing to apply for the part-time instructor in the Department of Agronomy. The said available position took my interest since I am passionately dedicated in working in the academe field. The previous academic year of 2023-2024 has given me opportunities and learnings especially in teaching. With that, I am eager to fuel my aspiration to develop and reach my greatest potential in teaching. Which can help me in nurturing my credibility and competence as an individual who has passion and dedication in teaching the younger generations.

In addition, I also believe I have the necessary skills and abilities to be an inspiring part-time instructor to the students. I worked in the extension field, as a former training assistant, and technical support staff at the Agricultural Training Institute- Regional Training Center 8 (ATI-RTC8). At ATI-RTC8 we conducted relevant training for farmers and agricultural extension agents, for them to upgrade their knowledge and to teach them the new technologies about rice farming. I have experience teaching adult learners how to create a technique for dealing with their strategies to learn. Teaching adult learners is quite challenging since they are learning by doing the type of learners. Hence, you have to be a competent resource person. Consequently, with my experience working in extension, I can guarantee that I am equipped with the necessary skills to be an effective part-time instructor.

Furthermore, I am a responsible, honest, disciplined, hard-working, and goal-driven individual. If I have something to pursue, I work with passion and I work hard for it. I have respect for my co-workers and strike a balance in the workplace to create harmonization. I am eager to be part of your team to be able to learn and develop useful skills that will help me in pursuing my long-term career goals. If given the chance, I will give my very best to perform properly the duties and responsibilities assigned to me.

Thank you for your time and I look forward to speaking with you about this employment opportunity Ma'am.

Sincerely,


JOANNAH O. QUILARIO