

27 June 2024

Dear Dr. DeeJay M. Lumanao,

I am writing to express my keen interest in the Instructor I position within the Department of Soil Science at Visayas State University, as advertised on VSU HRIS. My passion for science communication, coupled with my recent experience in research and administrative support, makes me a strong candidate for this role.

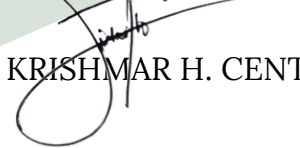
My time in the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP), focusing on research assistance, has equipped me with a solid foundation in scientific concepts and research methodologies. I actively participated in publication support, office operations management, and R&D coordination. These experiences have honed my organizational skills, attention to detail, and ability to manage multiple tasks efficiently.

Before my current role, I honed my communication and interpersonal skills through various professional experiences. While working as a News Correspondent at Kodao Productions, I developed strong content creation skills, including thorough reporting and fact-checking. Additionally, my work as an Executive Assistant at Keller Williams Partners Realty and The Scurlock Group allowed me to nurture expertise in social media management, marketing, customer service, and client relations. I am confident that these transferable skills will enable me to effectively engage students in the classroom and create a positive learning environment.

I am a highly motivated and results-oriented individual with a dedication to continuous learning. I have excellent communication, interpersonal, and organizational skills, making me a valuable asset to your team. I am confident that my academic background, research experience, and transferable skills from previous roles align perfectly with the requirements of this position.

Thank you for your time and consideration.

Sincerely, ✓



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