

January 12, 2024

DR. SUZETTE B. LINA
Department Head
Department of Soil Science
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Lina,

Greetings!


I am Christine Joy B. Gasatan, a fresh graduate of the Bachelor of Science in Agriculture major in Soil Science from the Visayas State University.

I am writing to express my interest to apply for a job as a part time instructor. I am confident that under your office, I can acquire relevant skills, attitude, and character necessary for my success in the chosen field. In exchange, I offer my service and determination to be an asset to your office.

Enclosed herewith are my credentials for your reference. You may contact me at this number 09991726350 or through my email address at chrsgasatan@gmail.com.

Thank you and I hope to hear from you soon.

Sincerely yours,


CHRISTINE JOY B. GASATAN
Applicant