

July 5, 20221

Dr. ANALITA A. SALABAO

Head, Department of Business and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Salabao,

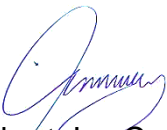
A man with high respect for your institutions and with an earnest desire to serve in a capacity in which the following qualifications must be adopted is applying for the position of Part-Time Instructor.

I am ROBERT JAY C. CAINDOC, a graduate of Visayas State University with a degree of Bachelor of Science in Agribusiness. In my final year in college, I was able to conduct my internship at Guimaras Wonder's Farm in Guimaras Island. My one-month internship in the said firm brought me strong learnings and knowledge in the field of agribusiness management. It has also developed my entrepreneurial and technical skills.

Today, I am currently working at Visayas State University-Main Campus as a college instructor on a contractual status. As an Instructor, I was able to share my knowledge in fundamentals of accounting, entrepreneurship, and management with my students. And throughout my short professional career, I have built an excellent relationship with both my colleague and students, ensuring increased productivity and motivation. Given my ample training in college and work experience, I am confident that I am ready to work and do the responsibilities of an educator and I know that your reputed institution can allow me to continue developing myself professionally especially in the field of instruction.

Thank you very much and I'll wait for your favorable response.

Very truly yours,



Robert Jay C. Caindoc