

30 May 2023

Dr. Eliza D. Espinosa

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

Dear Dr. Espinosa,

Greetings!

I am writing to express my interest in the Agricultural Technician I position that is currently available at Institute of Tropical Ecology and Environmental Management.

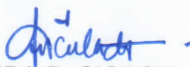
I am a graduate of Visayas State University (VSU) with the degree of Bachelor of Science in Agriculture major in Horticulture. I took and passed the licensure examination for agriculturist last November 2022. Presently, I worked as an office clerk at VSU under the Office of the Vice President for Administration and Finance. I am hard working, willing to work overtime and able to complete my job with limited supervision.

If given a chance to work with you, you can count my dedication, dependability and willingness to learn and understand more of the possible nature of the job and responsibilities. Attached herewith are my resume, personal data sheet (PDS), scanned copy of my diploma and transcript of records (TOR) and PRC Certification for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you and God bless!

Respectfully yours,


ALMERA D. CICRCULADO
Applicant