

04 August 2021

**HONEY SOFIA V. COLIS**

Director, ODHRM  
Visca Baybay City  
Leyte 6521-A, Philippines

Dear ODHRM Director Colis:

It is of my utmost concern that I am writing this letter to take the opportunity of the possibility of employment in Visayas State University as Part-time Faculty in Biology Department.

My experience as a former Instructor I at Bulacan State University exposed me not only in providing excellent instruction but also implementing an internationally recognized management system in all aspects of operations which includes research and extension. I was also the Junior Adviser of an academic organization, Biological Society in Bulacan State University where I gained personal growth and my abilities as a leader were improved. Aside from my previous work, my experience as a wildlife biologist which includes conducting fieldwork and site visits, as well as the basic knowledge and skills I have learned exposed me to a strong background in writing research outputs. I firmly believe that this field best fit my personalities and pursuits in life. I have been equipped with firm knowledge as well as substantial and reliable professional experience, thus I am certain that I can perform the tasks assigned to me, correctly and desirably.

Together with my knowledge and competence I have received in both research-academic discipline and professional career, I earnestly believe that my enthusiasm and endeavour in the field of research, public service and my undying faith in the quest of excellence and honour will make me an efficient element of your team.

I sincerely hope that this application will merit your kind contemplation. I look forward to hearing from you soon.

Respectfully yours,



Maria Lourdita P. Boñgol  
MS Wildlife Studies minor in Natural Resources Conservation  
University of the Philippines-Los Baños