

Apt. 21, Kilbourne St.
Visayas State University
Visca, Baybay City, Leyte

July 11, 2020

LOURDES B. CANO

Director
Director for Admin. & Human Resource Devt. Office
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am:

Good day!

I am Christian Ulysses G. Cagasan, a graduate of Master of Science in Soil Science from the Visayas State University (VSU) based in Baybay City, Leyte. I wish to apply for a job that fits my qualification in your university.

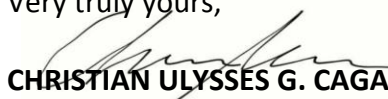
I have earned my degree on December 7, 2019, and was working as a research assistant in the Department of Soil Science, VSU. Unfortunately, my contract only lasted until the end of May this year. I understand that I do not have a lot of experience. However, I am an open-minded person and I am very willing to learn new things. If given the chance to work in your university, I promise to do my best to be of service to my co-Filipinos.

My Transcript of Records (TOR) and Diploma from my master's degree are still unavailable as of the moment but rest assured that I will send it to your office as soon as my university will be able to give it to me. In the absence of my TOR and Diploma, I am sending my Certificate of Completion for my Master's degree and a certification of the subjects I have taken with the corresponding grades.

Also, attached herewith are my Resume, certificates from conferences, and a copy of my Transcript of Records (TOR) and Diploma from my bachelor's degree. I am willing to report for an interview in your most convenient time. I can be reached through the following number: 09355942910 or through my email: chanman.cagasan@gmail.com

Thank you very much.

Very truly yours,


CHRISTIAN ULYSSES G. CAGASAN
Applicant