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Human Resources Management and Development

Department of Forest Science

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am/Sir,

Good day!

I would like to apply for the position of Forest Ranger at your esteemed department.

I have been working with the Department of Environment and Natural Resources as a Tree Planter for at least 5 years, I believe that my skills set would be a great match to be part of your department. I hope to get an opportunity to use my skills to help your department and develop my own skills at the same time. Please refer to my resume for more information, which is attached to the email. It would be great if you could arrange a meeting with me for further discussion.

Yours sincerely.


JOHN BONEL M. TAN