

July 11, 2024

**JOANNAH O. QUILARIO**

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**Dr. LUZ G. ASIO**

Department Head  
Department of Agronomy  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Asio,

Good day!

I am Joannah O. Quilaro, a graduate of Master of Science in Agronomy minor in Soil Science at the Visayas State University. I also finished my degree in Bachelor of Science in Agriculture majoring in Agronomy at the same university. I am writing to apply for Instructor II in the Department of Agronomy. The said available position took my interest since I am passionately dedicated in working in the academe field. The previous academic year of 2023-2024 has given me opportunities and learnings especially in teaching. With that, I am eager to fuel my aspiration to develop and reach my greatest potential in teaching. Which can help me in nurturing my credibility and competence as an individual who has passion and dedication in teaching the younger generations.

In addition, I also have an experience working in the extension field, as a former training assistant (2019-2020), and technical support staff (Feb.-June2023) at the Agricultural Training Institute- Regional Training Center 8 (ATI-RTC8). At ATI-RTC8 we conducted relevant trainings for farmers and agricultural extension agents, for them to upgrade their knowledge and to teach them the new technologies about rice farming. With that, I am equipped with techniques in teaching adult learners on how to create tactics for dealing with their strategies to learn. Teaching adult learners is quite challenging since they are learning by doing the type of learners. Therefore, you have to be a competent resource person. I have experienced innovative ways and sometimes challenging obstacles in breaking boundaries of my comfort zone. I firmly believe that because of those challenges given to me in my

previous work, it really helped me to improve my personal effectiveness and my professionalism as well. It added significant growth in my career. Hence, with my experience working in extension and the learnings that I gained in teaching last academic year of 2023-2024, I can guarantee that I have the necessary skills for the available position.

Furthermore, I am a responsible, honest, disciplined, hard-working, and goal-driven individual. If I have something to pursue, I work with passion and I work hard for it. I have respect for my co-workers and strike a balance in the workplace to create harmonization. I am eager to be part of your team to be able to learn and develop useful skills that will help me in pursuing my long-term career goals. If given the chance, I will give my very best to perform properly the duties and responsibilities assigned to me.

Thank you for your time and I look forward to speaking with you about this employment opportunity Ma'am.

Sincerely,

  
JOANNAH OQUILARIO