

June 29, 2023

ZYRA MAY H. CENTINO  
Department Head  
Department of Economics  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing to express my interest in Instructor position at Department of Economics that I saw posted in VSU HRIS. I believe my combination of critical thinking and communication skills along with my educational background makes me an ideal candidate for the job.

I obtained a Bachelor's Degree in Economics from Visayas State University in April 2015 and to continue to develop myself academically, I started pursuing MS in Agricultural in Economics at University of the Philippines Los Banos in August 2017 and graduated last August 2020.

I am currently connected with Visayas State University as a Senior Research Specialist for a project funded by DOST entitled "DOST PCAARRD VSU Agri-Aqua Technology Business Incubator Phase 2". I am responsible in conducting and supervising activities and programs to recruit incubatees, forge collaboration and network with various business group and organization and submitting short proposals to different agencies for a Financial Grant of our incubatees. My current job strengthened my abilities in communication and decision-making, including focused attention to detail accuracy. However, the said project will last only until September this year- the reason why I am seeking for a new job.

Though I haven't had any teaching experience yet, I believe that I am ready to take on the responsibilities of an instructor, as I have already equipped myself with the skills and knowledge I have gained through the series of lectures I attended in graduate school and the various seminars and training I have attended in the past.

Additionally, my experience in research writing my undergraduate thesis and graduate paper has helped me develop and fine-tune the skills necessary for the position. On the technical side, I have experience working with statistical analysis tools, namely STATA and Statistical Package for the Social Sciences (SPSS).

I look forward to discuss my application with you in person or over the phone. Moving forward, if any additional information that you would like to know please don't hesitate to be in touch.

Thank you very much for your time and consideration.

Sincerely,  
  
Michelle Aubrey D. Cabase