

February 21, 2021

LOURDES B. CANO

Director, ODAS/HRM
Visayas State University
Baybay City, Leyte

Thru:

NILDA T. AMESTOSO

Department Head
Department of Business and Management
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am,

I am writing this letter to apply for the position of **Instructor (Part-time)**. As requested, I have enclosed my resume for your review.

The role is very appealing to me, and I believe that my strong technical and operational experience and education make me a highly competitive candidate for this position. I am confident that my experiences, my professional references, my communication and mentoring skills make me an excellent candidate for this position. My key strengths that would support my success in this position includes:

- I strive continually for excellence with demonstrating integrity and professionalism.
- I provide exceptional contributions to students through advanced education strategies.
- I can execute all the duties and tasks very well in due time.

With a BS degree in Agribusiness (Cum Laude), I have a comprehensive understanding of the full growth of the degree. I also have experience in supervising the overall operation as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at michedagwan@gmail.com or by cell phone, 09380041118.

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

Sincerely,

Michelle Serato Dagwan