

January 09, 2024

DANIEL LESLIE S. TAN

OIC President, Visayas State University
Visca, Baybay City, Leyte

Thru: **DIONESIO M. BAÑOC**
Head, Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tan:

Greetings!

I am writing to inform you of my interest to apply for a Part-time Instructor position currently available in your university system.

I am Quimson R. Cañete, 31 years young, a resident of Brgy. Sta. Cruz, Baybay Leyte. I have completed my Bachelor's degree in Agribusiness and my Master's degree in Agronomy at the Visayas State University, Baybay City, Leyte.

I am confident that my academic background, curriculum development and skills would be effectively utilized in the said teaching position. My active participation in extracurricular activities way back in college has done me so well in enhancing my leadership and interpersonal aptitude which is vital in interacting with diverse people. Further, my strong initiative and organizational skills, along with the ability to work well under pressure, allow me to contribute a vital role in fast-paced teaching environment.

With my experienced and educational qualifications, I am confident that I can be a good match to the position. Hence, a tour through my enclosed resumé along with the other documents shall familiarize you with my credentials. Enthusiastically, I welcome the opportunity to discuss with you personally how my skills and strength can best serve the institution.

I am hoping that this application will be given a favorable recommendation. Thank you very much!

Very respectfully yours,


QUIMSON R. CAÑETE
Applicant

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