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June 30, 2021

SHALOM GRACE C. SUGANO
Department Head
VSU Integrated High School
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Sugano;

Good day!


I am writing to express my sincerest interest to apply as an Instructor at the Department. I graduated with the degree of Master of Science in Agronomy minor in Horticulture last June 2020 and a Licensed Agriculturist since June 2016. I would be honored to join the VSUIHS family as an Instructor.

At present, I am a Part-Time Instructor in the Department of Agronomy, Visayas State University in which I think it can help me in this undertaking. I am also a National Certificate III holder in Agricultural Crops Production. It is a great challenge for me, though, to learn new things so I can further build my confidence and perform well to the best of my abilities and your expectations. I can assure you that my earnest desire to work and the knowledge and skills I gained from my graduate studies, backed-up with my job experience, can significantly help answer the needs of the position.

Attached are my credentials for your reference.

Thank you for your time and consideration.

Sincerely,


JAY BERNARD T. CUTAMORA
Applicant