

January 7, 2025

Dr. Aljay D. Valida
Head, Department of Horticulture
Visayas State University
Visca, Baybay City Leyte

Dear Dr. Valida,

Greetings! Herewith I send an application letter and my personal data sheet in response to applying in a position as **part-time Instructor I**.

I am a graduate Master of Science in Horticulture and and Agriculturist Licensure Exam passer. I have had experienced over the past years as front desk clerk at VSU Accommodation located in VSU, ViSCA, Baybay City, Leyte.

It is overwhelmingly sad that in this application letter and PDS I cannot mention every detail of my experience. Hence, I am much willing to come for an interview at your most convenient time.

Thank you very much.

Sincerely,


Rigil Catherine D. Rodriguez

Applicant