

September 07, 2022

Dr. Edgardo E. Tulin

President
Visayas State University
Visca, Baybay City, Leyte

Thru: Milagros C. Bales

Head, Dept. of Agricultural Extension and Education
Visayas State University
Visca, Baybay City, Leyte

Ma'am:

Good Day!

With this letter I would like to express my interest in filling an open vacancy at Department of Agricultural Education and Extension (DAEEEx), in particular, the position of instructor.

On my four (4) years of studying agricultural extension and two (2) years in agricultural education I acquainted myself with different knowledge and skills towards my chosen field. I was exposed in social scientific studies, community interaction, and academic background on teaching-learning strategies for both farmers and students. I became a graduate teaching assistant at the Department of Agricultural Education and Extension for four semesters and was able to obtain a very satisfactory rating.

I would describe myself as someone who is goal-oriented, easy to work with, competent, an achiever, determined, and a dedicated person. I would like to put these characteristics to use within your department. Given my education at VSU, I believe I am fit for the vacant position offered. The components that were discussed during my studies closely match the skills required for this position.

I strongly believe that with my God-given knowledge, willingness, determination and dedication I can fully perform and fulfill my duties and responsibilities as an instructor. I would like to further explain my motivation for the position during a personal meeting. You can reach me either by phone via 0909-165-9733 or by email via danielcat20@gmail.com.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

DANIEL A. CATIBO

Master of Science in Agricultural Education
Applicant