

NILO L. LEORNA

Head, TECHNICAL-VOCATIONAL EDUCATION AND TRAINING

Visayas State University

Visca, Baybay City, Leyte

Greetings!

I am pleased to express my interest in applying as an Administrative Assistant III in your good office. I graduated from the Visayas State University, Visca, Baybay City, Leyte, Philippines, with a Bachelor of Animal Science major in Animal Production. Currently, I am taking my Master's Degree in Animal Science and I'm already doing my thesis.

I was formerly working as a Part-time Instructor at Visayas State University Integrated High School (VSUIHS) teaching Agriculture 1, Agriculture 3, Values Education I to III, and Large Ruminant Production II. Being one of the instructors of VSUIHS, I can say that I am fulfilled because I was able to work and share my knowledge and expertise with diverse young individuals.

Moreover, before becoming an instructor, I had been a data encoder at the Department of Animal Science and College of Veterinary Medicine and a field enumerator at the College of Forestry and Environmental Science last 2017.

Aside from that, I spent one year and five months as a community organizer at the Agricultural Training Institute Regional Training Center 8 (ATI RTC 8). With the skills and knowledge that I gained from my previous work experience, I can work effectively and significantly contribute to your organization's success.

I am willing to be interviewed at your most convenient time. You can freely contact me through this number, +63 998-337-3022.

Thank you for your consideration. God bless you!

Respectfully yours,

RUEL R. BALANA

Applicant