

February 04, 2022

**DR. MANUEL D. GACUTAN**

Department Head  
Department of Animal Science  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Gacutan,

Good Day!

I am Retchil B. Aragon, a graduate of Bachelor of Animal Science at the Visayas State University and have earned units in Master of Science in animal Science. With a burning passion to share my knowledge, I am pleased to express my willingness to apply as a Part-time Instructor in our Department if my credentials qualify. Given my limited experience in the academe and ample capabilities, I would appreciate it if you consider me for this job. My resume is enclosed for your review.

I have been working at the Department of Animal Science (DAS) as a Laboratory Technician since April 2013. With a good number of years working as a Laboratory Technician, I have developed a sense of time management and responsibility in every task I am assigned to accomplish. Working under pressure, the experience taught me how to build strong relationships with all departments and people of different ranks and positions, including students and stakeholders. Likewise, being part of this Institution would further develop my skills and leadership skills while becoming a good employee.

Should you have any questions about my credentials, you can reach me through this mobile number 0928 366 2601 or this email [aragon.retechil@gmail.com](mailto:aragon.retechil@gmail.com)

Thank you for your time and consideration.

Sincerely.



RETCHIL B. ARAGON  
Applicant