

September 3, 2022

RUTH O. ESCASINAS

Head, Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

Greetings!

I am writing to inform you of my interest to apply for a Part-time Instructor position currently available in your department.

I am Quimson R. Cañete, 30 years of age, a resident of Brgy. Sta. Cruz, Baybay Leyte. I have completed my Bachelor's degree in Agribusiness and my Master's degree in Agronomy at the Visayas State University, Baybay City.

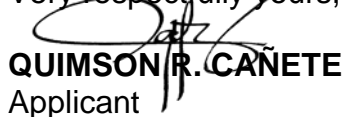
Way back in college, I was trained and equipped with significant knowledge and skills to become an efficient and competitive individual. Also, my active involvement in extracurricular activities has done me so well in enhancing my leadership and interpersonal aptitude which is vital in interacting with diverse people.

I worked as a Customer Service Associate at BPO industry for more than a year. Also, I worked as a casual employee at the Department of Agriculture - RFO8 under High Value Crops Development Program wherein I was in-charge to collect and to encode liquidations of different intervention distributed to LGU's in the Province of Leyte. In 2020, I became part of the dynamic faculty and staff in the Department of Business and Management at Visayas State University as part-time instructor. With my experienced and educational qualifications, I am confident that I can be a good match to the position. With this application, I attached herewith the following:

- Personal Data Sheet and Resume
- Scanned copy of MS Diploma and BS Transcript of Record
- Certificate of Eligibility
- Scanned copy of Certificate of Training/Seminars attended

I am hoping that this application will be given a favorable recommendation. Thank you very much!

Very respectfully yours,



QUIMSON R. CANETE
Applicant

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