

August 31, 2023

**DR. ANATOLIO N. POLINAR**

Department Head  
Department of Forest Science  
Visayas State University  
Visca, Baybay City, 6521-A  
Leyte, Philippines

Dear Sir,

Good day!

With utmost desire to be part of your academic staff, I am writing this letter to show my interest to apply as Part-Time Instructor Position in the University particularly in the Department of Forest Science.

I finished Bachelor of Science in Forestry last August 2023 at the Visayas State University (VSU) with good academic record. In this regard, the knowledge I have acquired in my Bachelor's degree is very relevant for instruction, research, extension activities, and advocacy related to biodiversity conservation and protection. I am interested to work in this position as it is very relevant to enhance my knowledge and skills in forestry profession and at the same time be able to contribute meaningful learning to the students in this institution.

Please see my attached curriculum vitae, transcript of records, and diploma for your convenience. I can be reach anytime thru email at [roquebedon143@gmail.com](mailto:roquebedon143@gmail.com). Moreover, I am willing to attend for an interview to discuss other matters to you in your most convenient time.

I am hoping that this application letter merits your attention and I am looking forward to be part of your team and to be an asset in your department.

Very truly yours,



ROQUE C. BIDON  
Applicant