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Dr. DIONESIO M. BAÑOC

Department Head

Department of Agronomy

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Bañoc**,

Good day!

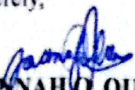
I am Joannah O. Quilario, a fresh graduate with a Master of Science in Agronomy minor in Soil Science at the Visayas State University. I also finished my degree in Bachelor of Science in Agriculture majoring in Agronomy at the same university. I am writing to apply for the part-time instructor in the Department of Agronomy. The said available position is very appealing to me since I have been interested in working in the academe field. With that, I am willing to learn and experience life and work in the academe.

I do believe I have the necessary skills and abilities to be an inspiring part-time instructor to students. I worked in the extension field, as a former training assistant, and technical support staff at the Agricultural Training Institute- Regional Training Center 8 (ATI-RTC8). At ATI-RTC8 we conducted relevant training for farmers and agricultural extension agents, for them to upgrade their knowledge and to teach them the new technologies about rice farming. I have experience teaching adult learners how to create a technique for dealing with their strategies to learn. Teaching adult learners is quite challenging since they are learning by doing the type of learners. Hence, you have to be a competent resource person. Consequently, with my experience working in extension, I can guarantee that I am equipped with the necessary skills to be an effective part-time instructor.

Furthermore, I am a responsible, honest, disciplined, hard-working, and goal-driven individual. If I have something to pursue, I work with passion and I work hard for it. I have respect for my co-workers and strike a balance in the workplace to create harmonization. I am eager to be part of your team to be able to learn and develop useful skills that will help me in pursuing my long-term career goals. If given the chance, I will give my very best to perform properly the duties and responsibilities assigned to me.

Thank you for your time and I look forward to speaking with you about this employment opportunity Sir.

Sincerely,


JOANNAH O. QUILARIO