

July 28, 2023

ELIZA D. ESPINOSA  
Department Head  
ITEEM  
Visayas State University- Main Campus

Dear Ma'am:

Good day!

I am writing this letter to express my desire to apply as a Part-time Instructor in your department.

I graduated last 14<sup>th</sup> June 2019 with my Master's degree in Soil Science and minor in Tropical Ecology from Visayas State University- Main Campus and also my Bachelor's degree in Environmental Management in 2014. Right after I graduated from my Bachelor's degree, I worked as a Science Research Assistant (SRA) at the Department of Soil Science. In addition, I worked as a Part-time instructor at Visayas State University-Alangalang Campus in 2019. In 2022, I worked as a Research Aide at PhilRootcrops, Visayas State University, Baybay City, Leyte. My current position was a Part-time Instructor at ITEEM, Visayas State University- Main Campus, Baybay City, Leyte.

I believe that a person must possess the right attitude whether at home or in the office. As such, it is my honor to introduce myself as God-fearing and hardworking. I am also a flexible and team-player willing to learn of what is expected of me if given the chance to be hired. I was then trained and exposed to research, field and laboratory works for soil and plant analyses, as well as in research writing. I have also developed a good working attitude. With humble confidence, I can assure you that I can work well with minor supervision. I am willing to do overtime work when necessary. I am reliable, honest, and an open-minded person.

I am so interested in sharing the skills and knowledge that I gained through the years and also gives an opportunity for the advancement of my personal, as well as professional growth.

Attached are my TOR, curriculum vitae and other documents for your review. I hope that you will consider me as an eligible candidate for this position. You may contact me through my e-mail address: [sarah.parilla@vsu.edu.ph](mailto:sarah.parilla@vsu.edu.ph) or my mobile numbers 09533504974/09083903694. Looking forward to meeting you soon.

Thank you very much and God bless.

Applicant

*Parilla*  
SARAH V. PARILLA