

August 6, 2021

ANGELITA L. PARADERO, PH.D.

Department Head
Department of Business and Management
Visca, Baybay City, Leyte 6521

Dear Ma'am Paradero;

I am writing to express my interest for the *Part-Time Instructor* position in your prestigious institution that may fit my qualifications. I have obtained Bachelor's Degree in Agribusiness in Visayas State University, Baybay City, Leyte last 2019 as *Magna cum laude*; and have obtained an *Honor Graduate Eligibility (HGE)* from Civil Service Commission.

As an Agribusiness graduate, I have been equipped with the following skills: writing skills, interpersonal skills, active listening, general business, communication, computer, leadership, and driving skills (Restriction 1). Moreover, I am good in Filipino, Cebuano and English language; and am quiet familiar with Waray dialect. I gained knowledge on basic procedures in legal registrations as I came to be the owner of Five Shepherds' Planting Materials and Agri-products in Baybay, Leyte; and I have worked for two (2) years as a Negosyo Center Business Counselor in the Department of Trade and Industry.

Working for about 24 months as a Negosyo Center Business Counselor in VSU-Baybay has positively influenced me as a person. On several occasions, it has been my honor to be delegated as one of the resource speakers on seminars; which I believe, had greatly enhanced my skills. This exposure has likewise made me aware of the current businesses in our municipality. Eventually, I really wish to bring my passion, knowledge, skills, expertise and commitment to excellence within your institution's innovative environment; and be part of the pursuit to a globally competitive university for science, technology, and environmental conservation. I hope my application will receive a favorable feedback from you.

I am very much willing to come to your good office for an interview at your most convenient time. You may reach me through my mobile number (+63) 949 404 6179 or email address gracelubay.molleno@gmail.com.

Thank you so much and God bless!

Sincerely,


GRACE L. MOLLENO
Applicant