

15 March 2021

ROMMEL M. GARRIDO

Head, Department of Plant Breeding and Genetics
Visayas State University,
ViSCA, Baybay City, Leyte

Dear Mr. Garrido,

May I have the honor to apply as a Faculty member (Instructor) in your good office? It is my privilege to formally signify my interest and commitment to perform the best I can in achieving the objectives of the department.

I am a graduate of Bachelor of Science in Agriculture major in Plant Breeding and Genetics and graduated as *Cum Laude* of the Visayas State University last June 2019. My work experience as a Substitute Instructor in your department have already equipped me with enough knowledge and skills to carry out field assessments, basic research works, report preparation, learning activity facilitation, monitoring and evaluation, and as well as in teaching. I am also literate with Microsoft Office applications. My twenty (20) months of work experience as a Substitute Instructor have helped me build good attitude towards work which can easily adapt to diverse environment and have suitably prepared me to be among your competent staff.

I have also been actively participating in different webinars and workshops such as webinars on understanding flexible learning, and on-boarding trainings related to class management and facilitation. I also co/facilitated and joined several agricultural activities and workshops both in school and community including those sponsored by ASEAN and MAFF, an international organization.

Attached, please find my curriculum vitae for your perusal and evaluation.

I appreciate very much to have a chance for an interview at your most convenient time. I am truly interested to be a part of your winning workforce.

Respectfully yours,


TRISHIA JADE C. ACILO