

September 17, 2020

**ROMMEL M. GARRIDO JR.**

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

Dear Mr. Garrido,

Good day!

I am a graduate of the Visayas State University with a degree of Bachelor of Science in Agriculture major in Plant Breeding. Through this letter, I would like to express my interest to apply as a Part-time Instructor.

I am currently working as a Science Research Assistant of the ACIAR-Funded R&D Project entitled: “Developing vegetable value chains to meet evolving market expectations in the Philippines”. I am part of the Training Component Team of the project which tasks are to provide technical support in the conduct of training and other extension related activities, to assist in the development of training materials, and to deliver information to the vegetable value chain key players about Good Agricultural Practices.

With great assurance, I can tell you that I am the kind of person who is open to learning, strives to build new skills, and hardworking. I prioritize the satisfaction of people with my work and can easily work with the people around me. Moreover, I am passionate to gain more knowledge through engaging with new things.

I certainly believe that I could be of benefit to your office and is capable of performing the task to be assigned to me. Above all, my deep interest and passion for teaching have led me to the decision to apply for this job. This would be a great opportunity that I would like to explore in order to learn, grow, and to provide quality service.

Please refer to my resume for more detail that will further substantiate my skills and experiences. Thank you very much for accommodating my application, and I hope to hear from you soon.

Respectfully yours,



ANNA LEA M. LAYOLA  
Applicant