

LOURDES B. CANO  
Director, ODAHRD  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Ma'am

I have recently been informed to apply for any position at your company. As a licensed Forester, with communication skills, proficiency in computer applications, and the ability to interact effectively with individuals at all levels, I believe I meet the qualifications you are seeking. I am skilled in report creation, document preparation, and possess a pleasant personality.

My name is John Marl S. Moreno. I am a fresh graduate with a Bachelor of Science in Forestry from Visayas State University – Main Campus and I am a licensed Forester. I completed my On-the-Job Training and Field Practice at the Leyte Reforestation Project, operates as a Non-Government Organization (NGO) specializing in Tree Management. In Brgy. Santo Niño, Kananga, Leyte. During my training, I gained valuable knowledge and skills in forestry, especially in organizing files and reports related to forest preservation. This experience has also deepened my appreciation for conservation, sustainable practices, and environmental responsibility. I am confident that my qualifications align with your requirements. I am motivated, eager to learn, and capable of working both independently and as part of a team. My attributes include being energetic, adaptable, disciplined, friendly, and possessing a sense of integrity

I would be honored to contribute to your company and am committed to delivering excellent performance. Thank you for considering my application. I am available for an interview at your earliest convenience.

Sincerely yours,

John Marl S. Moreno

Applicant

