

February 22, 2021

**Dr. Nilda T. Amestoso**

Head, Department of Business and Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Amestoso,

A man with high respect for your institutions and with an earnest desire to serve in a capacity in which the following qualifications must be adopted is applying for the position of Part-Time Instructor.

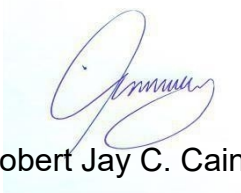
I am ROBERT JAY C. CAINDOC, a graduate of Visayas State University with the degree of Bachelor of Science in Agribusiness. I was active in the different organizations, in and out of the school. In fact, I served as a Vice-President of the VSU Society of Agribusiness Students for the academic year 2019-2020. This responsibility helped me develop my leadership skill and self-confidence.

In my final year in college, I was able to conduct my internship at Guimaras Wonder's Farm in Guimaras Island. My one-month internship in the said firm brought me strong learnings and knowledge in the field of agribusiness management. It also developed my entrepreneurial and technical skills.

Given my ample training in college, I am confident that I am ready to work and do the responsibilities of an educator and I know that your reputed institution can allow me to continue developing myself professionally especially in the field of instruction.

Thank you very much and I'll wait for your favorable response.

Very truly yours,



Robert Jay C. Caindoc