

August 4, 2023

Dear Sir/ Madam,

Good day!

I am writing to your good office to apply as a part-time instructor. Mam, I am a person with strong determination, a risk taker in every challenge that I may be encountered, and have a positive mindset and attitude who can work under pressure.

I am an alumna of Cebu Technological University, Tuburan Campus where I took a degree of Bachelor of Science in Agriculture majoring in Agronomy, and was awarded Cum Laude last May 2019. Currently, I am pursuing my Master's degree major in Plant Protection with a minor in Agricultural Extension here at Visayas State University, Baybay Leyte, and already finished 30 units.

I believe that my experience in different fields of work help me develop my skills and personality. I started to develop my knowledge and skills when I participated and passed the NCI, NC11, and NC111 examinations. Also, when I become a field enumerator for a research project at the University of San Carlos. Lastly, I worked as an office assistant at Cebu Technological University, Tuburan Campus. It means that I am flexible and can be taught easily with different duties and responsibilities. Currently, I am seeking a job, especially in the field of teaching and research where I can share and enhance my abilities, experiences, knowledge, and skills.

Thank you so much for taking the time to consider my application. I look forward to meeting you in person to discuss my qualifications.

Sincerely yours,



Juvy D. Asufra
Applicants