

02 March 2021

DR. MANUEL D. GACUTAN, JR.

Head, Department of Animal Science
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gacutan,

I am writing this letter to apply for the available teaching position in your esteemed department.

Having worked here before, I am familiar with the normal functioning of this institution, and it's clear in my mind the nature of work at this place. I welcome the opportunity to bring my capabilities to cater our students. My work experience has taught me the aspect, creativity, and innovation, which are pertinent to succeed in this area.


As I have experienced teaching, I've become more open to this passion and willing to learn many things to widen my capabilities that are necessary for the position including teaching capability and passion for community engagement.

I am very eager and wish to significantly impart and contribute to the best of my ability to the department's vision in honing the students' skills and knowledge, producing excellent quality students and graduates.

Attached herein my resume for your reference. Should you find my qualifications adequate, I am willing to call up for an interview at your most convenient time.

Thank you. Looking forward to work with the people in your respective institution and with this, rest assures of my highest competence and dedication to this noble task.

Truly yours,



RONEL B. GEROMO
Applicant