

TRESHA MAE L. DEDACE  
Purok 3 , Brgy. Esperanza  
Inopacan, 6522 Leyte  
09052825877  
[treshamae636@gmail.com](mailto:treshamae636@gmail.com)

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ELVIRA L. OCLARIT  
Department Head  
Department of Pest Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

I was informed that you are looking for an instructor. I wish to offer myself as a candidate for said the position. I believe that the knowledge, skills, ability, and being a dedicated person make me a qualified candidate for the position.

For your further consideration, I obtained my Bachelor's Degree in Agriculture major in Plant Protection specializing Entomology from Visayas State University. As a graduate of this degree program, I have acquainted myself with a range of skills that would enable and help me to do the work. I am a versatile person that is more than willing to do beyond my comfort zone. Furthermore, my two years experienced as an audit supervisor in Dole Philippines Inc. provided me an ample experience in doing field and research works as well as practicing good agricultural practices.

Along with this letter is my personal data sheet that will give you some ideas of my educational background as well as work experience. I would like to work for you. Thank you very much for your attention. Please feel free to contact me if you have any further clarification.

Sincerely,

  
Tresha Mae L. Dedace