

Marian S. Bongcales
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ELIZA D. ESPINOSA

Director
Institute of Tropical Ecology & Envi. Mgmt.
Visayas State University
Visca, Baybay City, Leyte

Dear Madam,


I am writing to submit my application for the open position of Agricultural Technician 1 in your office at the Institute of Tropical Ecology & Environmental Management. I am a graduate of Bachelor of Science in Agribusiness in Visayas State University last 2019 and am currently pursuing my master's degree still in VSU. I am a licensed agriculturist as I passed the Agriculturist Licensure examination held last November 2019. This means that I met the minimum qualifications that the vacant position requires.

I've worked as an intern in the farm at Batangas for 2 months and it gave me a little background of the agriculture setting. Although, I don't have any professional work experience related to agriculture, I am very much willing to be trained and worked with agriculture – related field as this interest me the most. I am currently working at the registrar's office for 3 years now and I believe it honed me to become confident and work on the best of my capabilities. I was trained to work with less supervision, so I believe that I would be able to work on the available position if given the chance.

I am an extremely motivated and enthusiastic person. I do enjoy challenges and eager to learn new things as quickly as possible. I know how to work well with others, and I work hard in every task assigned to me. It would be of great honor to utilize my skills and work for the vacant job position if given the opportunity.

Thank you for any consideration that you may give to this letter of application. I am willing to have an interview and my contact details are indicated above for your convenience.

Sincerely,


Marian S. Bongcales