

January 26, 2024

DIONESIO M. BAÑOC
Department Head
Department of Agronomy
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Good day!

I am a graduate student of Bachelor of Science in Agriculture major in Agronomy at Visayas State University (VSU). I graduated on June 15, 2018 as Cum Laude. After college, I worked as a bank teller for four months at CARD Bank Baybay branch. My passion is agriculture, so I decided to apply for a scholarship offered by the DOST ASTHRDP-NSC. Luckily, I was favourably approved and was able to pursue and finish my graduate studies in Master of Science in Agronomy. In addition, I am a licensed agriculturist.


This letter is to inform you about my interest in applying as faculty (temporary) in your department. I check your advertisement on VSU page and I am interested to apply for this job since my education and skills are closely align with your job description.

I have already spent six semesters working as a part-time instructor in the Visayas State University (VSU) at the Department of Agronomy (DA). With the abilities, learnings, and experiences that I have acquired through the series of lectures I attended in graduate school previously and my teaching experience at the moment, I know that I am prepared to take the duties of an educator. I believe that my passion, knowledge and skills will help me contribute a great deal to this job. With my educational background, I certainly believe that I am competent to meet challenging tasks and can perform well in the position you are offering.

I appreciate your time and look forward to hearing back. I am hoping for your favourable feedback on this application. I can be reached anytime via email at maanlimbasan24@gmail.com, mary.limbasan@vsu.edu.ph, or my cellphone, 09076788254.

Thank you very much.

Respectfully yours,


MARY ANN I. LIMBASAN