

KAREN O. PAÑA

December 12, 2024

Brgy. Kambonggan Baybay City, Leyte, Philippines|6521

Job Reference: Part Time Instructor

DR. ANGELICA P. BALDOS

Department Head

Department of Forest Science

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Baldos:

In my quest of further nourishing my chosen career and to broaden the scope of my life-worth experiences, with utmost desire, I am respectfully looking beyond possibilities to apply as a Part Time Instructor under the Department of Forest Science at Visayas State University – Main Campus. I have been under training during my college days with the help and guidance of my respected professors and instructors in the same school. Meanwhile, I was blessed with the opportunity to be a recipient of the 2-year masteral degree scholarship under the Department of Science and Technology – Accelerated Science and Technology Human Resource Development Program (DOST-ASTHRDP) and completed my master's degree in forestry, minor in Agricultural Extension in the same university last August 6, 2024. In addition, I passed the 2023 Foresters Licensure Examination held last October 2023. I had my first teaching experience here in your prestigious department and I would love to work with you again for the next semesters to come.

With all these, I am confident enough to say that I have been equipped and ready to face the challenges in pursuing my passion and readily practice my profession as a licensed forester.

Please find the attached copy of my curriculum vitae (CV) which can give you an overview of my background, qualifications and experiences. If you see me suitable in this position, I would be very happy and grateful to hear your response.

Thank you so much and I am looking forward for your favorable response.

Sincerely yours,



KAREN O. PAÑA
Applicant