

July 27, 2020

23 M.H. del Pilar St., Zone 6
Baybay City, Leyte

MARLITO JOSE M. BANDE

Department Head
Institute of Tropical Ecology & Envi. Mgmt.
Visayas State University
ViSCA, Baybay City, Leyte

SIR:

Peace and good will.

I wish to apply for a Part-Time Position in the Institute of Tropical Ecology & Environmental Management as Instructor. With an earnest desire to serve the public, to be an asset to the institution and to share the knowledge that I have gained through my skills and potentials as a Professional Forester practitioner, I am most willing to work and to assist in the best possible way I can, this office.

I am John Jochiel Mahilum Artajo, a graduate of the Visayas State University with the degree of Bachelor of Science in Forestry, class 2019, Baybay City. I passed the Foresters Licensure Examination with the rating of 89.75% that same year, September 2019. I am also a Civil Service Commission - Professional Career Service eligible with the rating of 81.15%, passed in October 2015.

I am optimistic and hopeful that all my qualifications as an Instructor-applicant, would meet your standards for hiring. I am also much willing to come for a personal and/or virtual interview any time at your convenience.

Thank you very much and am hopeful for your most kind and favorable action.

Very truly yours,


JOHN JOCHIEL M. ARTAJO, R.F.