

16 January 2024

**LUZ O. MORENO**

DEPARTMENT HEAD

Department of Plant Breeding and Genetics

Visayas State University

Baybay City, Leyte

Dear **Ma'am**:

I am writing to you to express my interest in the Part-time Instructor position. Having an earnest desire to work and be a valuable addition to your organization, I am applying for the position subject to your consideration.

I am a graduate of Bachelor of Science in Agriculture at Visayas State University, Leyte, major in Plant Breeding. I have a good background in rice production and agricultural extension gained from my experience working as a plant breeder specialist/ agricultural technologist for a year and 5 months. I also have 1-year and 5 months teaching experience working as a part-time instructor here at the University. In terms of action, I take a lot of initiative and am devoted to whatever I am doing. I am certain that my acquired skills would allow me to boast your organization in the field of agriculture. Most of all, I possess the interest and determination to perform the work called for.

Together with the cover letter, I attach here my curriculum vitae and transcript of record for your full consideration. If you would like to get in touch to discuss my application, I am very willing to come for an interview at your most convenient time.

Thank you very much for the preferential attention afforded.

Very truly yours,



**ALYZZA JIREH GABRIELLE D. GUILLEN**