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September 4, 2025

Dr. Aljay D. Valida
Head, Department of Horticulture
Visayas State University
Baybay City, Leyte

Dear Dr. Valida,

I am writing to express my intent to apply for the part-time Instructor position in the Department of Horticulture at Visayas State University, as announced in the university's job posting. I recently earned my Bachelor of Science in Agriculture, major in Horticulture, specializing in Ornamental Crop Production through my undergraduate thesis. Currently, I am preparing for the Licensure Examination for Agriculturists (LEA) 2025 through self-paced review, with the aim of obtaining my professional license at the soonest possible time.

Although I am a fresh graduate, I bring with me meaningful experiences that demonstrate my readiness to teach and contribute to the department. Through the DSWD Cash-for-Work Program, I worked as a Laboratory Technician at the Plant Tissue Culture Laboratory, where I assisted in delivering academic and technical knowledge to students enrolled in Summer Practicum. Moreover, my leadership role as President and mentor of the Visca Horticultural Society allowed me to hone my interpersonal, communication, and organizational skills by conducting meetings, mentoring students, and representing the university in both local and international engagements.

In line with the qualifications and competencies required, I take pride in my abilities in communication, program and project development, research, extension services, and ICT literacy. My background in ornamental crop production and management, coupled with my dedication to fostering learner-centered environments, aligns well with VSU's mission of academic excellence and service. I am confident that my skills, coupled with my strong commitment to integrity, adaptability, and service excellence, will allow me to perform effectively in this role.

I am eager to contribute to the department by imparting both theoretical knowledge and practical skills to our students. I would welcome the opportunity to discuss how my qualifications can best serve the needs of the Department of Horticulture.

Thank you very much for considering my application. I look forward to the possibility of joining your team and contributing to the continued success of Visayas State University.

Sincerely,

Reyno Vicente S. Guirindola