

September 05, 2022

To :

DR. ELVIRA L. OCLARIT
Department Head

Department of Pest Management
Visayas State University
Visca, Baybay City, Leyte, Philippines

Dear Dr. Oclarit,

Please accept this letter as an expression of interest in the position of Part-time Instructor in Department of Pest Management at the Visayas State University. As shown in the enclosed resume, I possessed a strong academic backgrounds in Plant Protection as one of the major in Agriculture.

I am passionate in teaching since I always help my co-major in terms of academic requirements. With the six (6) years of studying in the Visayas State University including Senior High School, I have learnt and practiced basic Plant Protection subjects as well as other agricultural-related topics.

As a former president of the Plant Protection Major Association (PPMA), I brought teamwork, time management, and effective communication skills to the organization's members. I am keen to learn and explore important topics related to my present degree.

I graduated with latin honor (Cum Laude) in the degree of Bachelor of Science in Agriculture major in Plant Protection specializing Plant Pathology. For other credentials and certificate, feel free to visit my LinkedIn account which is apparent in my enclosed resume.

Regarding my diploma and Transcript of Record (TOR), the University Registrar will release my credentials in the month of October, 2022 after I submit the University's necessary requirements. However, if you agree to utilize my True Copy of Grades and Certificate of Graduation as my credential in applying for the aforementioned position. I would gladly provide you a copy of the said documents.

Please take a moment to review my resume for additional details regarding my expertise and career achievement. I look forward to hearing from you.

Sincerely,



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