

ARIEL B. TORREGOSA

Address: Sitio San Vicente, Brgy. Poblacion, Mahaplag, Leyte

Email: arieltorregosa.mahaplag@gmail.com

Cell No.: 09057366428

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LOURDES B. CANO

Director - ODAHRD

G/F Administration Building

Visca, Baybay City, Leyte 6521-A, Philippines

Thru:

VSU HRIS

Dear Ms. Cano,

I am writing to apply for the position of Instructor (Part-Time) . I am a BS-Biotechnology major in Industrial Biotechnology graduate from Visayas State University. I have close to four years of experience in working in a local government office as a clerical assistant. I am amenable to undergo training and is more than willing to adjust to varying schedules.

I am excited to bring my knowledge and training into your workforce.

Thank you for your time and consideration. My contacts and email address are above if you should contact me.

Sincerely yours,

Ariel Torregosa