

8 February 2023

DR. MILAGROS C. BALES

Department Head
Department of Agricultural Education & Extension
Visayas State University
Visca, Baybay City, Leyte

Subject: Application Letter

Dear Ma'am:

My name is Reina Silao Arabiana, and I am a graduate of the Bachelor of Science in Agricultural Development with a major in Agricultural Extension. I also have an ongoing Master's Degree in Development Sociology at the Visayas State University.

This is in response to an advertisement published in the VSU HRIS about the vacancy for a part-time teacher in your department. I would like to apply for the position. Although I do not yet have experience in teaching, I have all the required capacities for this position. Although I do not yet have experience in the teaching line, I am assuring you that I will serve this institute and its students with my hard work and determination. I am sending you a copy of all the required documents with this letter. Kindly grant me the opportunity for this job.

Thank you

Yours Sincerely,

Reina Silao Arabiana