

February 18, 2021

**MA. RACHEL KIM L. AURE**

Director  
Office of the Director for Instruction and Evaluation  
Visayas State University  
ViSCA, Baybay City, Leyte

Ma'am,

Greetings!

I am Jomar O. Tomines, a graduate of Bachelor of Science in Biology at the University of the Philippines Visayas – Tacloban College. Being a product of the university, I wanted to contribute to the educational system that will hone the young minds of the next generation, and to be able to give back and serve the people of this country.

It is fortunate that I have seen your job hiring for an education program specialist at the premier state university in the Visayas, the Visayas State University – which is why I wrote this letter to show my intention in applying for the job.

I am hoping that my application will merit your favor.

You can reach me at 0915-6966-322 or [tominesjomar@gmail.com](mailto:tominesjomar@gmail.com) at your most convenient time. Thank you and God bless!

Respectfully yours,

**JOMAR O. TOMINES**

Applicant