

January 30, 2023

Dear Ma'am/Sir:

Greetings!

I am writing this letter to express my interest in applying for an Instructor position in your organization.

I am **MARY LOURINE H. TABUDLONG**, a graduate of Bachelor of Science in Agribusiness at Visayas State University, gained units in Professional Education at Saint Michael College of Hindang Leyte and passed the Licensure Examination for Teachers (LET). I have also acquired a certificate for Bookkeeping NCIII, Agricultural Crop Production NCII and Organic Agriculture Production NCII. I have worked as an Administrative Assistant at CTD Foundation Inc. and as an Enumerator during the 2020 Census of Population and Housing Enumeration.

This serves as my sincerest intent; I am looking forward to hear from you to discuss more about myself and what contributes I could make and how I may be beneficial to the organization.

Thank you.

Respectfully yours,

**MARY LOURINE H. TABUDLONG**  
**Applicant**