

# Mica M. Gontenias

Licensed Agriculturist



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Human Resource Department  
Department of Animal Science  
Visayas State University  
Visca, Baybay City, Leyte

Dear Maam/Sir

A pleasant day!

I am writing to express my earnest willingness and interest to apply for the position of part-time instructor in your department. I am a graduate of Bachelor of Science in Agribusiness from Visayas State University- Baybay. Having recently received my license as an Agriculturist, I believe that the nature of my studies has educated me in both academic and practical field to be prepared for this kind of position.

As you may have seen in my resume, my four college years in the field of Agribusiness has taught me a lot of things in both agriculture including Animal Science and business aspects including that I can apply in your department. Being an Agriculturist was an eye opener for me to the reality on what our country is facing with regards to the Agriculture Sector. I was equipped with necessary skills that I can use in your premises through scientific and technical aspect, as well as in research and agricultural business. My job experience as a secretary in an agriculture cooperative and an enumerator in Philippine Statistics Authority for the 2020 Census of Population and Housing has exposed and trained me with diversity of attitudes and abilities through practical and technical equipment which helped me grow as a person suitable for your vacant job position.

My active involvement in trainings, seminars and organizations has allowed me to gain and harness my interpersonal and leadership skills needed to succeed as a good worker. These experiences, combined with my ability to adapt to a wide variety of dynamic situations and to manage multiple responsibilities while nurturing necessary skills for the betterment of my workplace, makes me a suitable candidate for any open position. I am positively sure that I can be of great help to your department.

Thank you for your kind consideration. I look forward to hearing from you.

Yours faithfully,

Mica M. Gontenias