

January 8, 2025

**JOANNAH O. QUILARIO**

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**Dr. LUZ G. ASIO**

Department Head  
Department of Agronomy  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Asio,

Good day!

I am Joannah O. Quilario, a graduate of Master of Science in Agronomy minor in Soil Science at the Visayas State University. I also finished my degree in Bachelor of Science in Agriculture majoring in Agronomy at the same university. I am writing to apply for the part-time instructor in the Department of Agronomy. The said available position took my interest since I am passionately dedicated to working in the academe field. My experience in teaching in the previous three semesters has given me opportunities and learnings. With that, I am eager to fuel my aspiration to develop and reach my greatest potential in teaching. This can help me in nurturing my credibility and competence as an individual who has passion and dedication to teaching the younger generations.

In addition, I also have experience working in the extension field, as a former training assistant (2019-2020), and technical support staff (Feb.- June 2023) at the Agricultural Training Institute- Regional Training Center 8 (ATI-RTC8). At ATI-RTC8 we conducted relevant trainings for farmers and agricultural extension agents, for them to upgrade their knowledge and to teach them the new technologies about rice farming. With that, I am equipped with techniques for teaching adult learners how to create tactics for dealing with their strategies to learn. Teaching adult learners is quite challenging since they are learning by doing the type of learners. Therefore, you have to be a competent resource person. I have experienced innovative ways and sometimes challenging

obstacles in breaking the boundaries of my comfort zone. I firmly believe that those challenges given to me in my previous work, really helped me to improve my effectiveness and my professionalism as well. It added significant growth in my career. Hence, with my experience working in extension and the wisdom that I gained in teaching the last academic year of 2023-2024, and the first semester of the academic year of 2024-2025, I can guarantee that I have the necessary skills for the available position.

Furthermore, I am a responsible, honest, disciplined, hard-working, and goal-driven individual. If I have something to pursue, I work with passion and I work hard for it. I have respect for my co-workers and strike a balance in the workplace to create harmonization. I am always eager to be part of the faculty of the Department of Agronomy to be able to learn and develop innovative skills that will help me in the pursuit of my long-term career goals. If given the chance, I will give my very best to perform properly the duties and responsibilities assigned to me.

Thank you for your time and I look forward to speaking with you about this employment opportunity Ma'am.

Sincerely,

  
**JOANNAH O. QUILARIO**