

# ABIGAIL T. DIAZ

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## INSTRUCTOR

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### CONTACT

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### RECIPIENT

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VISCA  
Baybay City, Leyte  
**DEPARTMENT OF**  
**AGRICULTURAL EDUCATION &**  
**EXTENSION**

Sir/ Madam;

This letter is to accompany my application and to express my sincere interest in the instructor position at VSU-Dept. of Agricultural Education and Extension, as posted in <https://jobs.vsu.edu.ph/>. With my strong ability to multitask, flexibility, excellent oral communication and reliability, I am confident that I can contribute to the success of your team.

As an online English Tutor to my Japanese students and virtual admin assistant, I have honed my skills in working under pressure in a fast- paced environment and gained valuable experience in the field that enable me to collaborate effectively with cross- functional teams. I firmly believe that my skills and passion align perfectly with the goals and values of your organization.

Thank you for considering my application. I am eager to contribute my talents to the university and would welcome the opportunity to discuss how my skills can contribute to a success. Please find attached resume for your reference. I am available at your convenience for an interview.

I look forward to the possibility of joining the institution and contributing to its continued growth.

Sincerely,

Abigail Diaz