

September 30, 2020

Dr. EDGARDO E. TULIN

University President
Visayas State University
Visca, Baybay City, Leyte, 6521, Philippines

Thru: **CANDELARIO L. CALIBO**
Dean, College of Arts and Sciences

Dear **Sir/Ma'am**:

Good Day!

I, Miss Leah Joyce B. Gajutos, would like to apply for an available position, Instructor I in your office. I graduated with the degree of Bachelor of Science in Fisheries major in Aquaculture in April 2016 at the University of Eastern Philippines, Catarman, Northern Samar. Last February 14, 2020, I earned my post-graduate degree in Master of Science in Aquaculture at the Central Luzon State University, Science City of Muñoz, Nueva Ecija.

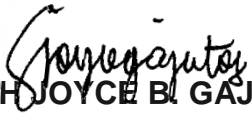
Given the chance to be a part of your office, I would endeavor to contribute in your most cherished vision of service excellence as I believe I possess qualifications and expertise needed for the job. I am a licensed Fisheries Technologist conferred by the Professional Regulation Commission in October 2016.

I also served as a part-time lecturer at the College of Veterinary Medicine, University of Eastern Philippines from January 23 to July 23, 2020 handling elective subjects which are Elective I (Aquaculture/Biology and Husbandry of Exotic and Laboratory Animals) for the DVM program and Elective I (Animal Ethology) for the BSMT program.

Attached herewith are my PDS, authenticated photocopy of my license, transcript of records, and seminar/trainings attended for your perusal. I am available for an interview at any of your convenient time. You can contact me with my mobile numbers: 09166048623 and 09120713584.

Thank you and more power!

Respectfully yours,


LEAH JOYCE B. GAJUTOS
Applicant