

July 5, 2020

DR. NILDA T. AMESTOSO

OIC, Head
Department of Business and Management
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

I am writing this letter to show my interest in applying as an Instructor at your University.

My name is Jenifer Marie V. Mosuelo, a graduate of Bachelor of Science in Agribusiness at the Visayas State University last May 2014. Also, I am a Master's degree candidate in Management major in Agribusiness Management. I have already completed all the academic requirements and I am intending to graduate by this coming first semester SY. 2020- 2021 at the Visayas State University. Right after I graduated in my bachelor's degree, I was hired at an INGO (under the Food Security & Livelihood Sector of Save the Children International) from July 10, 2014 until September 30, 2015. Then by, January 4, 2016 to December 31, 2018, I was hired as an Implementing Project Development Officer II under the DSWD-Sustainable Livelihood Program. As an Implementing PDO II, my work was mainly for the improvement of the livelihood of selected beneficiaries. To be specific, my job description consists of the identification and conducting social preparation to program participants, proposal making, identification of partners, engaging in partnerships, facilitation of different trainings as a resource speaker, monitoring and mentoring of program participants. Due to the nature of my work, I am well adept at working under pressure.

I believe that it is in my advantage having worked with the organization. The skills and expertise that I have acquired from my previous experiences would be beneficial in fulfilling my duties and responsibilities if given the chance to be a part of your good office.

As an individual, I am highly trustworthy and motivated. I am a team player and I acknowledge that everyone needs to work together for the attainment of the goals and strategies. I am still eager to learn new sets of skills and grow in your organization.

Thank you for taking the time in reading my letter. I am willing to come for an interview at your most convenient time. I can be reached through email, jenifermosuelo@gmail.com or my mobile number, 09984145491. More power and God bless.

Yours truly,

JENIFER MARIE V. MOSUELO

Applicant