

15 January 2024

DR. SUZETTE B. LINA

Department Head
Department of Soil Science
Visayas State University
ViSCA, Baybay City, Leyte

Dear Dr. Lina,

I am Ayron Nikki M. Garrido and I am writing to express my interest for the Instructor II position in the Department of Soil Science of the Visayas State University. I am taking this opportunity to present myself as a qualified applicant.

After obtaining both my Bachelor's and Master's Degree in Agriculture major in Soil Science at Visayas State University, I wish to bring my knowledge, skills and commitment to excellence in your office's innovative environment. I believe that my degree has helped me prepare for this position. As a student, I was equipped with the necessary knowledge and skills to help develop and drive effective management.

Furthermore, I believe that a person must possess the right attitude whether at home or in the office. As such, it is my honor to introduce myself as God-fearing and hardworking. I am also a flexible and team-player willing to learn of what is expected of me if given the chance to be hired. I also wish to be identified as a person who has a strong sense of adherence to rules and regulations and can relate well with others across all levels. Aside from that, I am confident that I possess all other qualities necessary for this position. This opportunity of working at your office will put my expertise to use and will allow me to help your office and myself grow more.

Well aware of the possibility that reading this letter would take your time and might cause you inconvenience, I am still optimistic that you'd consider this application.

For more information about myself, please see attached PDS, resumé, certificate of rating, diploma and scanned copy of my transcript of records.

Yours sincerely,



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