

DATE : January 6, 2024  
TO : DEPARTMENT OF AGRICULTURAL EDUCATION AND  
EXTENSION  
SUBJECT : APPLICATION LETTER

Dear Sir/Ma'am,

I'm May D. Galera a graduate of Bachelor of Science in Agriculture major in Agricultural Extension last August 03, 2023, at the Visayas State University and recently admitted by the Graduate School to pursue my Master's Degree. Please consider this letter as my intent to apply as a Part-time Instructor which may find best suits my qualifications and training.

I'm very willing to give my utmost effort to meet your expectations and responsibly take on the duties and challenges the job requires. It would be an honor to be working in a competitive and one of the best departments in the College of Agriculture and Food Science. I can see that the Department of Agricultural Education and Extension has a lot to offer to make me professionally effective and would help me grow as an individual.

An opportunity for a meeting to discuss your requirements and my talents in detail will be highly appreciated. Attached herewith is my resume for your reference. You may also contact me through this number 09706640166, anytime of the day.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely yours,

MAY D. GALERA