

# Ma. Theresa M. Catayoc

Don Potenciano Larrazabal

Ormoc City Leyte, 6541

09385076698

[Matheresacatayoc03@gmail.com](mailto:Matheresacatayoc03@gmail.com)

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## **JETT C. QUEBEC**

Department Head

Department of Liberal Arts & Behavioral Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Quebec,

Thank you for the opportunity to apply for the part-time Instructor role at your school organization. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as proactive by my coworkers and management. Throughout my 2-years career, I've developed a skill set directly relevant to the Science Teacher role you are hiring for, including classroom management, holistic learning, and human behavior and performance. Overall, I have consistently demonstrated interpersonal, multitasking, and creative thinking abilities in every aspect of my secondary science teacher role at CCL CENTREX. I invite you to review my detailed achievements and teaching experiences in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 09385976698 or via email at [matheresacatayoc03@gmail.com](mailto:matheresacatayoc03@gmail.com) to arrange a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Ma. Theresa Catayoc