

February 2, 2022

ANALYN M. MAZO

Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte

Ma'am:

I am a graduate with the degree Bachelor of Secondary Education, Major in Biological Sciences and I passed the Licensure Examination for Teachers last September 30, 2018 with a rating of 85.20. It is with great pride and honor that I am seeking to secure a part-time teaching position in Visayas State University Main Campus.

I earned my bachelor's degree in Visayas State University, Visca, Baybay City, Leyte. I graduated last June 15, 2018 with a Grade Point Average of 1.8. I would like to serve your school with my passion to give instruction and supervision, as well as to apply my knowledge and expertise combined with excellent communication skills and professional ethics.

My four-year study in this field and also my continuing education in the MS degree program in Education major in Biology has sharpened my potential as an educator. Hands-on learning of the subfields in Biology has equipped me with significant and necessary skills suitable for a teaching position. Making effective lesson plans, creating and organizing relevant instructional materials, providing creative learning activities, and giving efficient and effective feedback are some of my valued skills.

I, the undersigned, would like to express in this letter of intent that my instructional abilities, work ethics, skills, and strong devotion to educate learners are my capabilities that meet the qualifications and allow me to stand as a competitive candidate for a teaching position in this institution.

Attached here are essential documents for your further reference. I can be reached anytime via email at ncharlottejane@gmail.com or my mobile phone at 09356624508/09709260323.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'J. Nuenos', with a stylized flourish at the end.

Charlotte Jane S. Nuenos