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24 July 2024

CHERYL C. BATISTEL, PhD

Department Head, Department of Biological Sciences

Visayas State University

Visca, Baybay City, 6521

Dear Dr. Batistel,

I am writing to apply for the part-time instructor position in the Department of Biological Sciences as posted in the VSU HRIS system. As a graduating BS in Biology student majoring in Zoology, I am excited about the opportunity to begin my teaching career here at the university and contribute to the academic development of the students in our department.

During the whole of my journey as a student, I have always strived to maintain a high regard for ethical standards and professionalism. Moreover, I am committed to providing excellent service and proactively addressing students' needs and concerns. My communication skills and ability to collaboratively work with others have been shaped by my involvement in different organizations, inside and outside the university. I am also adaptable, open to change, and excel despite working under pressure.

I am thrilled about this opportunity to partake in and contribute to the department, and I am confident that my academic background, practical experience, and enthusiasm for teaching will make me a well-suited candidate for the position. Furthermore, I look forward to discussing my application further and am available at the department's earliest convenience for an interview.

Thank you for your time in considering my application. I anticipate hearing from you soon. Enclosed, please find the required documents, including my transcripts and resume. If there are any additional materials or information needed, I am willing to supply them.

Sincerely,



Kristofer E. Balais