

July 16, 2024

CHERYL C. BATISTEL
Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte

Ma'am,

Good day!

My name is Vinejam Decio, and I am writing to express my interest in the position of Part-time Instructor as advertised on your page. I graduated with a bachelor's degree in Biology Major in Zoology with Latin honors (Cum Laude) from the Visayas State University (Main Campus) in Baybay, Leyte last August 2023. After four months, I apply in Civil Service Commission as an Honor Graduate Eligibility (P.D. NO. 907) so I can use it in seeking permanent government positions.

While I may not have direct experience, I am enthusiastic to what I have learned and gained in my four years of studies which involved multi-tasking activities that requires flexibility, time management, patience, hard work and perseverance. This provided me a solid foundation to excel in this role.

I strongly believe that I can work efficiently in your prestigious office with utmost responsibility. I am excited about the opportunity to bring my enthusiasm and energy to your office and make a difference in the lives of the team.

I look forward to hearing from you soon. Thank you for your time and considering my application. God bless you!

Sincerely,



VINEJAM C. DECIO

Applicant