

Obo-ob 1, Campokpok, Tabango, Leyte
September 01, 2022

VISAYAS STATE UNIVERSITY
Department of Biological Sciences
Visca, Baybay City, Leyte, Philippines

Dear Sir/Ma'am,

Good day!

I was informed that the Department of Biological Sciences of your university is hiring for part-time instructor. It is my pleasure to apply for that position.

I graduated Cum Laude with a degree of Bachelor of Education major in Biological Sciences from Leyte Normal University last 2019 and I passed the Licensure Examination for Professional Teachers in that same year. I also have a Civil Service Eligibility.

In terms of working experience, I was a Registration Officer 1 and later on assigned as a screener of the Philippine National Identification Card Registration of the Philippine Statistics Authority-Leyte last 2021. I was also a substitute science teacher at Juan V. Delantar National High School from March to May 2022.

I am a computer literate professional, I am flexible in dealing with different working environments and I can also multitask.

With the help of the trainings that I had attended and my experience in teaching, rest assured that if ever I will be accepted as an instructor in your university, I will do my job with excellence and integrity.

I am hoping for a positive response. Shall you have questions, please contact me at your convenience. I can be contacted through the number and email provided below. Thank you for your time and consideration.

Sincerely,

FATIMA B. CATARINA
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fatimabulaboscatarina@gmail.com