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Analyn M. Mazo

Department Head – Department of Biological Sciences

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Visayas State University

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August 22, 2023

Dear, Ma'am:

I have noticed recently that the Department of Biological Sciences in Visayas State University is in need of part-time instructors in this academic year 2023 – 2024. Withal, I wrote to signify my great intentions to teach Biology subjects in your humble department.

I completed my education also in your educational institution, Visayas State University, with a degree of Bachelor of Science in Biology, major in Zoology last August, just this year. Being inclined in your department, considering the fact that I was also one of the students in such great department, I find it as a rewarding profession which gives an opportunity to shape the life of others, particularly in pursuing biological researches in the near future.

My resumé and pdf files of credentials are enclosed along with this application. I am looking forward to a positive response.

Respectfully yours,


LEONARDO D. CADAVOS, JR.

Applicant