

**December 22, 2023**

**DR. ELIZABETH S. QUEVEDO**

Head, Department of Pure and Applied Chemistry  
Visayas State University  
ViSCA, Baybay, Leyte

Dear Dr. Quevedo ,

A pleasant day! I would like to apply as a Part-time Instructor for the Department of Pure and Applied Chemistry of the Visayas State University. As requested, enjoined with this letter are the pertinent documents required to comply with the application process.

My name is John Louise R. Cabal, a graduate of BS in Chemistry and a former DOST-SEI RA 7687 Scholar from the Visayas State University. I am also a registered Chemical Technician, with a valid PRC license. I was able to serve as a part-time instructor for the Department of Pure and Applied Chemistry during the first semester of A.Y. 2020-2021, the first semester of A.Y. 2021-2022, the first semester of A.Y. 2022-2023, and the first semester of A.Y. 2023-2024. I am looking for avenues to gain relevant experiences from, especially in the area of teaching. With my work experience focused mostly on instruction, I have come to appreciate the importance of three things: the work I put in with respect to my work and subject load, my temperance and patience in handling students, and my ability to deal with other related tasks assigned to me by my immediate superior, all of which I consider as equally important. I know that the role I am applying for will bring more challenges and opportunities, but I'm sure I'll be able to manage. I think that, given my experience, I can easily adjust to the work environment and efficiently serve the clientele. Also, I believe your institution will give me the best avenue for growth as I would like to deal with instruction in my career path. Likewise, I will exert my best efforts to meet your expectations in the case that I will be hired in your good office. I believe that with the proper trainings and seminars, which I would love to undergo, I could be an asset to your institution.

I can be reached anytime via email [jlcabal38@gmail.com](mailto:jlcabal38@gmail.com) or my mobile number 09611414733.

Thank you for taking the time in reading my letter. More power and God bless.

Sincerely,



**JOHN LOUISE R. CABAL**

*Applicant*