

## Application Letter

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August 10, 2023

**ELIZABETH S. QUEVEDO**

Department Head of DoPAC

Dear Ma'am Quevedo,

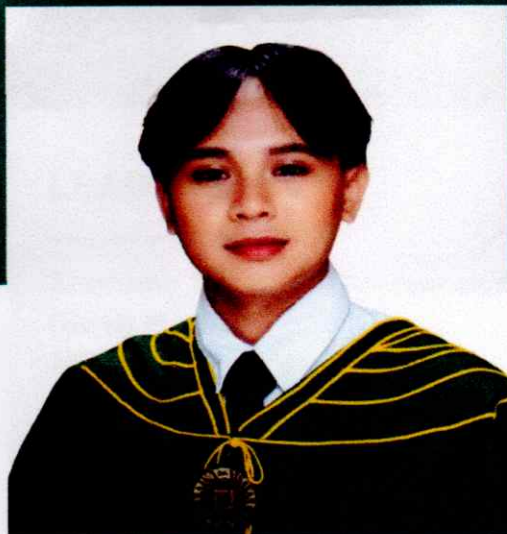
Good day! I am Kenneth R. Garma from Bato, Leyte, Philippines, a fresh graduate of the Visayas State University with Bachelor of Science in Chemistry. I would like to express my earnest desire to apply as a part time instructor for chemistry teaching position of your esteemed institution. I am interested in working at your institution, as I believe that I can impart my knowledge that acquired in four years of studying chemistry. It would be a privilege if I were given a chance to be selected for your institution.

I am hoping for a positive response to this application. If there are any question, please contact me at [garmakenneth991@gmail.com](mailto:garmakenneth991@gmail.com) or in my mobile number 09854475063.

Theank you for your time and consideration.

Sincerely,

  
**KENNETH R. GARMA**  
Applicant



# KENNETH R. GARMA

BS Chemistry Graduate

A dedicated and hardworking student of Visayas State University that seek essential knowledge and skills in real-life settings to enhance the obtained knowledge and skills from the University. With this, I pledge to be a good and valuable part time instructor to your institution.

## Personal Information

ADDRESS:

**Brgy. Ponong Bato, Leyte**

DATE OF BIRTH:

**April 17, 2000**

STATUS:

**Single**

CITIZENSHIP:

**Filipino**

## Contact

✉ garmakenneth991@gmail.com

☎ 09854475063

🌐 [https://m.facebook/kenneth.garma.395?ref\\_component=mfreebasic\\_home\\_header&ref\\_page=MNotificationsController&refid=48&\\_rdr](https://m.facebook/kenneth.garma.395?ref_component=mfreebasic_home_header&ref_page=MNotificationsController&refid=48&_rdr)

## LANGUAGE

- English
- Tagalog
- Bisaya

## EDUCATIONAL BACKGROUND

- **VISAYAS STATE UNIVERSITY**  
*Visca, Baybay City, Leyte*  
2019-Present  
Bachelor of Science in Chemistry
- **Hilongos National Vocational School**  
R.V.Fulache st. Hilongos, Leyte  
2017-2019  
Secondary Education, Senior High School  
Science, Technology, Engineering, and  
Mathematics (STEM)  
With Honor
- **Bato School of Fisheries**  
J.P.Rizal Street Bato, Leyte  
2013-2017  
Secondary Education, Junior High School  
With Honor  
Fish Capturist of the Year
- **Ponong Elementary School**  
*Brgy. Ponong Bato, Leyte*  
2007 - 2013

## QUALIFICATIONS

- Ensured all students to fully comprehend the curriculum and provided individualized support to student who required extra guidance.
- DENR-EMB intern.
- Knowledgeable in the field of chemistry.
- Knowledgeable in apparatus, tools, instruments, safety rules and regulations inside the laboratory in chemical experimentation.
- Very organized and clean in conducting scientific procedures in research facilities.



## LEADERSHIP

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### **Supreme Students Government (SSG) P.I.O.**

2016-2017

Bato School of Fisheries

J.P. Rizal Street Bato, Leyte

## ORGANIZATION

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### **VSU CHEMICAL SOCIETY ORGANIZATION**

2019-2023

Member

Visayas State University

Visca, Baybay City, Leyte

## HOBBIES

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- Playing basketball
- Watching movies/anime
- Hiking
- Swimming

## SEMINARS / TRAININGS ATTENDED:

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- **ENVIRONMENTAL HEALTH AND SAFETY:  
CHEMICAL WASTE MANAGEMENT**  
June 27, 2022  
Department of Pure and Applied  
Chemistry (DoPAC)
- **CHEMTALKS: A CHEMISTRY CAREER WEBINAR**  
February 18, 2022  
Department of Pure and Applied  
Chemistry (DoPAC)
- **CHEMICAL WASTE MANAGEMENT & SAFETY IN  
THE LABORATORY**  
April 29, 2021  
Department of Pure and Applied Chemistry  
(DoPAC)
- **CHEMTALKS: CAREERS IN CHEMISTRY WEBINAR**  
February 27, 2021  
Department of Pure and Applied  
Chemistry (DoPAC)

## CHARACTER REFERENCES:

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- **Yhena Lazona Bandibas, RCh.**  
Instructor I  
Department of Pure and Applied  
Chemistry (DoPAC)  
College of Arts and Sciences  
Visayas State University  
yhena.lazona@vsu.edu.ph

### **ELIZABETH S. QUEVEDO, PhD.**

Associated Professor, Department Head  
Department of Pure and Applied  
Chemistry (DoPAC)  
College of Arts and Sciences  
Visayas State University  
elizabeth.quevedo@vsu.edu.ph