

July 17, 2025

Mark Ryan R. Tripole

Department Head

Department of Pure and Applied Chemistry

Visayas State University

Visca, Baybay City, Leyte

Dear Mr. Tripole,

I am writing to express my sincere interest in the position of **Part-Time Instructor** in the Department of Pure and Applied Chemistry at Visayas State University. As a Bachelor of Science in Chemistry graduate, I am deeply passionate about teaching and fostering academic development among students. I believe that the comprehensive knowledge and competencies I have gained throughout my undergraduate studies have provided me with a solid foundation in chemistry, which I am eager to impart to the students and use to contribute to the institution's commitment to excellent education.

During my academic journey, I had the opportunity to complete my internship at an environmental laboratory, where I gained valuable hands-on experience in different analytical techniques. My two months of experience not only enhanced my technical and analytical skills but also developed my communication skills and adaptability in handling different tasks and situations. These experiences have equipped me with the confidence and preparedness necessary to take on the responsibilities of an educator. I know your reputed institution can give me an opportunity to continue develop myself professionally.

Given that I am a fresh graduate, I am lacking with teaching experience. I am willing to undergo any training, workshops, or lectures that the department may deem necessary to further enhance my instructional skills. I am hopeful that you will consider my application and provide me with the opportunity to have my first working experience in your department. Thank you for considering my application and I'm hoping for a positive feedback.

Sincerely,

Ronald O. Resando