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**Office of the Director for Administration
and Human Resource Development**

G/F Administration Building

Visayas State University

Visca, Baybay City, 6521 Leyte

Dear Members of the Search Committee:

Greetings!

I hope this letter finds you well. I am writing to express my interest in applying for an instructor position in your institution. It is with great enthusiasm that I seek the opportunity to teach Chemistry subjects or any related subjects in my educational field.

I am a proud graduate of Bachelor of Science in Chemistry from Visayas State University-Main Campus, where I obtained my degree in June 2017. The following year, I pursued professional units in education at Saint Michael College of Hindang, Leyte, Incorporated, further enhancing my pedagogical knowledge. In March 2019, I successfully passed the Licensure Examination for Teachers with a major in Physical Science. More recently, I completed my master's degree at the University of the Philippines Cebu in August 2023 with a degree of Master of Education in Chemistry.

Throughout my academic journey and professional career, I have garnered valuable teaching experiences. I have had the privilege of teaching junior and senior high school students at Franciscan College of the Immaculate Concepcion in Baybay City, Leyte, where I also served as a lecturer teaching Chemistry and other sciences in the college for two years. Additionally, I have devoted three years to being a high school Chemistry teacher at Benchamatheputhit Phetchaburi School in the southern part of central Thailand. I was a lecturer teaching Chemistry courses at Sibonga Community College and worked as a non-resident faculty at Cebu Technological University during the last two semesters, respectively.

These experiences, coupled with the training and workshops I underwent, have honed my teaching skills and deepened my passion for education. I firmly believe that these collective experiences have prepared me to excel in shaping the minds of young learners and guiding them toward academic excellence. Understanding the role of an instructor, I am willing to be trained and I am willing to undergo a series of workshops and lectures if you may ask me to do so when you hire me. I am ready to be shaped by the programs you provide for your employees.

I appreciate your consideration and look forward to speaking with you further regarding the position. I am available for an interview by phone or in person, and I am happy to answer any additional questions you may have.

Sincerely,


ELLEN J. CERNA
Applicant