

June 29, 2020  
Visayas State University  
Visca, 6521  
Baybay City, Leyte

Prof. Winston M. Tabada  
DCST Department Head

Dear Sir,

I am writing to express my interest in the Department of Computer Science and Technology vacant position you posted recently. With high respect and sincere desire to serve in capacity in which the following capability must be embraced, I am applying for a position subject to your consideration.

I am JOY S. ESPINOSA, a fresh graduate of Visayas State University with the degree of Bachelor of Science in Computer Science. Joining Computer Science Organization and out of school activities, my leadership and self-confidence was developed.

I am hopeful that all my qualification as candidate for part time instructor would meet your guidelines for enlisting.

For further information regarding my qualifications, see my resume below. I am willing to come for an interview at your most convenient time.

Thank you very much and I'll wait for your favourable response.

Sincerely,



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Joy S. Espinosa