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July 10, 2020

Prof. Jacob Glenn F. Jansalin  
Department Head  
Department of Pure and Applied Chemistry  
Visayas State University Main Campus  
Visca, Baybay City, Leyte

Sir:

I am interested in the Chemistry teacher position as advertised in the university's official page. The requirements closely match my educational background and past experiences. Hereby, I have enclosed my CV to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I was able to pass the Chemistry Licensure Exam last October 2017 and currently a substitute instructor in the Visayas State University Main Campus for two years under in your department. I experienced handling subjects both lectures and laboratory classes with the said institution. I have also enhanced my laboratory skills from several trainings and from my previous job as a soil chemist. I acquired the following skills after completing my college degree of Bachelor of Science in Chemistry from Visayas State University:

- Sound knowledge in different analytical techniques.
- Good interpersonal skills and communication skills.
- Ability to maintain good member relationships.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. Thank you very much for your time and consideration.

Sincerely,

  
HELEN GRACE F. ORACION