

February 14, 2023

**DR. ELIZA D. ESPINOSA**

Director / Department Head  
Institute of Tropical Ecology and Envi. Mgmt.  
Visayas State University  
Visca, Baybay City, Leyte

Ma'am:

Greetings!

Please consider this letter as a sincere expression of my intent to apply for a part time instructor position that is currently available at your office.

I am Amparo Christine A. Mejica, a graduate of Bachelor of Secondary Education major in Biological Sciences at Leyte Normal University-Tacloban. I passed the Licensure Examination for Teachers last September 2019 and currently looking for a position that fits my qualifications and eligibility.

As indicated by my enclosed resume, I worked as a part-time instructor at ITEEM last semester. This experience, combined with the knowledge and skills I gained during my studies, has provided me with a clear and practical understanding of how to facilitate student achievement on both an academic and societal level. I would still like to apply what I've learned and continue my passion for shaping the hearts and minds of today's youth while honing my skills.

Hereto attached my transcript of records, certificate of rating, PDS and resume for your reference. For your further evaluation I can be reached anytime by mobile phone no. 0963 – 583 – 7624 or via email [amparochristine.mejica@vsu.edu.ph](mailto:amparochristine.mejica@vsu.edu.ph) in your most convenient time.

Thank you and more power.

Very truly yours,

  
**AMPARO CHRISTINE A. MEJICA**  
Applicant