

September 3, 2022

**ANALYN M. MAZO**

Department Head  
Department of Biological Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Mazo,

**RE: Application for Part-Time Instructor (Job Code: OYANRP)**

Greetings, Ma'am! This is Ms. Norwel B. Bustillo, a Bachelor of Science in Biology graduate from the Visayas State University.

I am applying for this role because it is a job I can do, given my skills and qualities. Backed with an above-average track record and tendencies to excel in oral presentations, I believe I have an edge to land the job.

In addition to being an exceptional communicator, I am the type of person who can work as part of a team to achieve a desired goal or project. With my experience as a research assistant intern, I developed the willingness to take on all tasks regardless of the complexity.

If given a slot for the above position, I will constantly seek improvement and add quality to my work to amend the department's success and progress.

Concerning the submission of my Transcript of Records, I am attaching screenshots of my grades from the VSU portal since our request to secure a copy from the registrar was not processed due to the enrollment schedule. Rest assured that I will immediately submit the document once it is available. Hoping for your kind consideration.

Please find attached my resume supporting my application for the said position. I am available for an interview and can be contacted via any of the details below.

Thank you for considering my application.

Yours sincerely,



**NORWEL B. BUSTILLO**

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