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ELIZABETH S. QUEVEDO

Department Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Quevedo,

Writing to you is a graduating student of the Bachelor of Science in Chemistry course program from Visayas State University – Baybay. My interests focus on chemistry laboratory and fieldwork which both involve data collection and interpretation as to both of which I am sufficiently adept. The job posting for a Part-Time Instructor Position was referred by professors and instructors of the Department of Pure and Applied Chemistry of VSU – Baybay, and is one of the openings I can possibly qualify. I intend to apply for this position to garner valuable job experience and to impart my learnings to students here in VSU.

The posted appropriate competencies are fit to my current capabilities and education. I am a graduating senior Bachelor of Science in Chemistry student that had more than 4 months of formal basic training in Microsoft Office. Having a keen mind and eyes for communication both verbal and written modalities. I have also worked as an intern for a company way back 2017 where I had to work with a team under the station manager.

- More than 4 months of formal training in Microsoft Office
- Radio station intern (2017)
- Constant involvement in school clubs and organizations

Visayas State University is an institution recognized as one of the premier universities in Asia that produces highly competent manpower in science and technology. To be able to gain indispensable knowledge and experience from this institution would absolutely make me one of the passionate and principled new-generation thinkers and doers of this country.

With all that being said I am very much looking forward being interviewed for the position. My email and contact number are attached above just below my name. And thank you for making it this far in the length of this letter.

Sincerely,

Reniel Saludes Salgo