

February 2, 2022

DR. ANALYN M. MAZO

Department Head

Department of Biological Sciences, Visayas State University

Dear Dr. Mazo,


I am writing this letter to express my interest in applying for the part-time instructor position. I am a graduate of Bachelor of Science in Biology Major in Marine Biology (Cum Laude). I am rooting for my 2-year teaching experience in the Department of Biological Sciences to help me qualify in the said position.

In 2019, I was hired as one of the faculty members of the department and survived teaching up until SY 2021-2022 1st semester, with *very satisfactory* to *outstanding* teaching performance evaluation results. I have tried teaching in the face-to-face setup and have witnessed the transition from the traditional to the new normal education. I have been teaching in the department for almost three years already. I have learned a lot, became an author of the learning guides and laboratory manual used in the modular and online learning, and practiced skills in making interactive presentations for asynchronous classes. Being an educator and with the opportunity given to me by my home department, I was led to the right path of my desired career. I envision myself to be in the academe after realizing my plans also in pursuing higher education in the next academic year. Getting the position would help me prepare for my graduate studies academically and financially.

My interest in teaching has brought me far that I tried to enroll in an online course to get a certification in Coursera which is called "Learning To Teach Online (LTTO)". Luckily, my application for financial aid was approved so I was able to study the modules of the 6-week-long course. The six weeks were all worth it, that despite the busy schedule I still managed to finish the course and got my certificate.

Attached together with this letter are my resume and Transcript of Records (TOR). I am hoping for your positive response and please don't hesitate to contact me through my mobile number (+63 967 538 8524) and/or email (jeffry.jeve@vsu.edu.ph). Thank you! God bless and more power!

Sincerely yours,


JEFFRY A. JEVE
Applicant