

09 July 2020

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

Dear Sir,

Good day!

I, Aira Marie C. Dimas, 23 years old, currently residing at Barangay Tubod, Isabel, Leyte. I am a Bachelor of Science in Chemistry graduate of Visayas State University, Visca, Baybay City, Leyte last June 2018. Fortunately, I am also one of the newly licensed chemists who passed the Chemist Licensure Examination held in Cebu last October 9-10, 2018. I am writing to apply as an Instructor in your department.

I believe that the different trainings and seminars that I participated during my college days enhanced my knowledge, abilities, and skills which may be fit and good for the said position. My past work as instructor and laboratory analyst both give me confidence and expertise in demonstrating high standards of professional behavior and in conducting some chemical analysis and handling equipment. I am determined and willing to learn more and I will exert effort and confidence to interact with people and be one of your committed and passionate instructors if given a chance.

Attached is my Curricular Vitae for your perusal. Should you consider me for an interview, please contact me through my cellular phone number +639999026140 or email me at dimasairamarie@gmail.com.

I am looking forward to hear from you soon. Thank you for the time and consideration.

Yours sincerely,



Aira Marie C. Dimas

Applicant