

RAYMOND R. OCARES

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ELIZABETH S. QUEVEDO

Head, DoPAC

Visayas State University – Main Campus

Visca, VSU, Pangasugan, Baybay City, Leyte


DEAR DR. QUEVEDO:

Good day! I am Raymond Ocares, a BS Chemistry graduate from Visayas State University. I came across VSU HRIS' job posting at jobs.vsu.edu.ph and I am writing to express my genuine interest in applying as a part-time instructor at the Department of Pure and Applied Chemistry as my characteristics may align with the core and functional competencies that you seek. I assure to be a valuable addition to the department by upholding the Visayas State University's standards, policies, and commitment to relevance, integrity, truth, and excellence.

I am an aspiring part-time instructor who underwent through a well-balanced program of study in Chemistry wherein I learned the necessary background. Although I am a fresh graduate, I am more than ready to learn and commit to a part-time instructor's duties. I can also adapt and learn to apply various educational and psychological models to facilitate an effective, innovative, and learner-centered class environment. I can also observe integrity and professionalism. I can also exercise proper schedules, and follow attendance and punctuality policies. My Chemistry background is not only technical in nature, but also holistic as it has aided me to develop satisfactory communication skills, think outside-the-box, as well as exercise leadership and team-building qualities. I am also sensitive and accepting of the differences among people especially in terms of, but not limited to, race, gender, and religion. Aside from those, I read books and write literary pieces in my free time, which help me organize and document my thoughts and express my ideas creatively, and thus, can possibly be of help in making a class discussion well-organized and effective.

I would appreciate an opportunity to have an interview with the Department of Pure and Applied Chemistry for the part-time instructor position to further discuss how my background may meet your needs. I have also submitted my resume for your further review. I genuinely look forward to hearing from the DoPAC soon. Thank you for taking the time to read and review my application letter.

Sincerely yours,


Raymond R. Ocares