

July 13, 2025
Visayas State University
Visca, 6521
Baybay City, Leyte

Dr. Magdalene C. Unajan
DCST Department Head

Dear Ma'am,

I am writing to express my interest in the Department of Computer Science and Technology vacant position you posted recently. With high respect and sincere desire to serve in capacity in which the following capability must be embraced. I am applying for a position subject to your consideration.


I am JOY S. ESPINOSA, a graduate of Visayas State University with the degree of Bachelor of Science in Computer Science. Joining Computer Science Organization and out of school activities, my leadership and self-confidence were developed.

I am hopeful that all my qualification as candidate for part time instructor would meet your guidelines for enlisting.

For further information regarding my qualification, see my resume below. I am willing to come for an interview at your most convenient time.

Thank you very much and I'll wait for favourable response.

Sincerely,



JOY S. ESPINOSA