

DELLY JANE L. PUNDAVELA

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November 9, 2024

EPIFANIA G. LORETO

Department Head
Department of Civil Engineering
Visayas State University
Visca, Baybay City, Leyte

Subject: Application for the Position of Instructor (Part-Time)

Dear Professor Loreto:

I am writing to express my genuine interest in the instructor position at the Department of Civil Engineering. It is my passion to join in academic pursuits, and I am committed to creating a supportive learning environment. It is my hope that you will consider me to make a great contribution to your institution's mission of academic excellence.

In my previous role, I worked as an office engineer at Buildtron Construction Corporation, where I obtained my hands-on experience working with professionals and practicing my knowledge and skills in a real-world setting. I also worked as a customer service representative for a year, where I obtained relevant experience in communication and technical skills. This gives me a unique insight to deliver an impactful experience in building positive rapport and handling pressure.

I would appreciate the opportunity to be considered for the available working position. I believe that I can be of service to the institution and be a perfect addition to your department. Please do not hesitate to contact me should you require more information.

Thank you.

Sincerely,



DELLY JANE L. PUNDAVELA, RCE

Applicant