

Nicole Chelsea B. Manguiat
C. Arellano St., Zone 4
Baybay City, Leyte, 6521

July 17, 2024

Cheryl C. Batistel
Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Batistel:

I am writing to express my interest in the position of Instructor I in your department. I was excited when I heard about this job opening from the clerk and some faculty members of your department. I would love to continue working with you and I assure you that I am an excellent fit for this position.

I was a part-time instructor in your department from September to October 2022. Then I was reassigned to be a substitute instructor from November 2022 to February 2023. Since then, I have been working as a substitute instructor and my appointment will be ending on July 31, 2024. With this in hand, I am reapplying for the position of Instructor I.

In the previous years, I continued learning new things in the field of teaching, and when handling student and work-related situations during and after class hours. I am eager to keep on working with you and apply the things I have learned from my previous work experience. I am also willing to be trained to help your department maintain quality education and achieve its goals.

Please find my personal data sheet attached. References are available upon request. I look forward to meeting with you soon.

Sincerely,


Nicole Chelsea B. Manguiat