

December 25, 2024

GLAIZA ANDREA M. SITOY

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DR. CHERYL C. BATISTEL

Department Head  
Department of Biological Sciences  
Visayas State University  
Visca, Baybay City, Leyte 6521

Dear Dr. Batistel,

I am writing this letter to express my interest to apply for the part-time instructor position in your department. I graduated with a bachelor's degree in Biology, majoring in Zoology, and I am eager to impart my knowledge, skills, and enthusiasm to your esteemed institution.

My academic background has provided me with a good foundation in various biological concepts. My undergraduate thesis focusing on the antimicrobial properties of sea urchins against a specific pathogenic bacteria allowed me to develop a good understanding in microbiology through hands-on laboratory experience. My experience has provided me with comprehensive understanding of experimental techniques, analytical and critical thinking, and scientific inquiry.

In addition, I completed an On-the-Job Training (OJT) at the Immaculate Conception Hospital Laboratory Department where it provided me an invaluable practical experience in blood tests, urinalysis, and fecalysis. This exposure to a healthcare setting enabled me to bridge the gap between theoretical knowledge and real-world applications of biological concepts.

Recently, I finished a 4-month long contract as a part-time instructor at the Department of Biological Sciences in the Visayas State University. As a Biology graduate majoring in Zoology, my work description primarily focused on handling laboratory subjects such as Human Anatomy and Physiology, Genetics, and General Zoology. The experience I gained has provided a valuable opportunity to apply my academic knowledge in a practical instructional setting, thereby enhancing my skills in analysis through various laboratory technique and procedures, teamwork and collaboration with course coordinators, classroom management, and student engagement.

I am a highly organized and competent individual with a strong work ethic. I am passionate about sharing my knowledge and am committed to fostering a positive and engaging learning environment. I am also eager to learn and grow as an educator. I am confident in my ability to inspire and guide students, and to contribute to an institution that values academic excellence, student success, and professional development.

Enclosed in this letter is a copy of my resume for your reference. Thank you for considering my application and I am hoping to be considered as one of your part-time instructors. I look forward to the opportunity to contribute to the academic excellence in your department. God bless!

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Glaiza'.

GLAIZA ANDREA M. SITOY  
Applicant