

October 01, 2019

Dr. Analyn M. Mazo

Department Head

Department of Biological Sciences

Visayas State University

Baybay City, Leyte

Dear Dr. Mazo,

I would like to apply for a teaching position in your department. I am a graduate of the Master of Science in Molecular Biology with a specialization in Animal Production from Katholieke Universiteit Leuven. I worked as a part-time instructor in your department in the school year 2015 – 2016.

I am extremely interested in applying in your department where the training I received throughout my academic years and experience as a part-time instructor can be useful.

In addition to my academic training, I have well-developed written and oral communication skills that can be very useful in carrying out the duties for the above-mentioned position. I adhere to work ethics and can effectively interact with people across all levels of the organizational structure.

I am also computer literate and familiar with word processing. I can handle and protect sensitive and confidential data and I can work in a team when the organization demands.

My curriculum vitae is enclosed with this cover letter. I will be grateful to accept the opportunity to discuss my suitability for the position and comply with your other requirements. I can be reached through this cell phone number: +639453566384.

Thank you very much.

Very truly yours,

KYZA MAE M. RAMONEDA

Applicant