

JEAN M. BALARESIA

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July 23, 2021

DR. ELIZABETH S. QUEVEDO

Head, Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear Maám,

Good Day!

I am writing this letter to express my deepest interest in applying for the position in the department you are heading. I came across the website and saw that you are looking for a Part-Time Instructor.

Having obtained my Bachelor's Degree in Chemistry last June 2020 at the Visayas State University- Main Campus, Visca, Baybay City, Leyte, I wish to bring competence, skills and commitment with utmost excellence in your department. I am well aware of the situation, the new normal, wherein some academic institutions are facing a lot of pressure in delivering education to their students. I, who also experienced the same way since I have served your department as part-time instructor for a semester; despite the challenges, it was a remarkable and fulfilling experience. Apart from this, with my curiosity and interest towards life sciences and research coupled with my experiences as a youth leader and a licensed chemical technician, I can assure you that I can bring quality performance and service in your department.

Attached to this letter are my resume, TOR and PDS, which further details my qualifications. Thank you for making time in reading my letter. I would be willing to come to your office at your most convenient time to further discuss this employment opportunity if you find me a qualified applicant.

Thank and more power to your department. God bless!

Sincerely yours,



Jean M. Balaresia