

January 31, 2023

Subject: Application for Part-Time Instructor

JETT C. QUEBEC

Department Head
Department of Liberal Arts & Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte

Dearest Sir,

Good day! I am writing this letter to express my interest in applying as a Part-Time Instructor, Job Code EOKRHJ, at your esteemed office, the Department of Liberal Arts & Behavioral Sciences, Visayas State University-Main Campus.

I completed my bachelor's degree in Environmental Science at the Visayas State University-Main Campus in Baybay, City, Leyte, wherein I was awarded Latin Honors (Magna Cum Laude) and during my undergraduate years, I was a Scholar under the Department of Science and Technology-Science Education Institute (DOST-SEI). The reason why I've decided to apply in this field is that I believe that understanding human behavior is an essential element of addressing major environmental concerns. I also believe that in order to achieve sustainability, students need to learn how to link the society, the economy, and the environment. Furthermore, I am certain that your organization will allow me to learn valuable and relevant experiences in building and growing my career. I am a career-oriented person, taking responsibilities seriously accompanied by organization and flexibility. I consider every detail significant and can work both individually and as a team. I have good interpersonal skills which are substantial characteristics for any position. Most importantly, I see change as a positive thing which means I can quickly adapt to any environment I am in.

With this application letter, I attach herewith my Resume, Personal Data Sheet, Diploma, Photocopy of my Certificate of Eligibility, and Transcript of Records (TOR) for your full consideration. I would gladly appreciate the opportunity for an interview where I can provide you with more details about myself. Thank you for the time and attention you've set to read this letter. God bless!

Sincerely,



Annabelle F. Yordan

Brgy. Tabunok, Bato, Leyte / 0938-248-9461 / belleyordan@gmail.com