

July 26, 2024

DR. PROSE IVY G. YEPES, Ed.D

University President
Visayas State University
Baybay, City, Southern Leyte

Thru: **Dr. Cheryl C. Batistel**

Department Head, Department of Biological Sciences

Dear Dr. Yepes:

Greetings in service!

This signifies my interest to apply for a part-time instructor position in your Marine Biology Program. I am a recent graduate of Bachelor of Science in Marine Biology at the Visayas State University (VSU), Baybay City, Leyte.

As a fresh graduate, I have the interest to apply my academic knowledge in a teaching role. In terms of skills, I am a PADI-certified Advanced Open Water Diver and have passed the Civil Service Exam with an overall rating of 89.39%. My verbal and analytical skills were proven excellent in the March 2024 Civil Service Exam with 90.53% and 92.38% rating, respectively.

I have attached my resume to tell you more about my skills, credentials, and experiences. You can reach me anytime through my mobile number 09617330993 or email hjamesvilla@gmail.com. I am also willing to see you for an interview at your convenience.

Thank you very much!

Sincerely yours,



Haerence James Villalino
Applicant