

July 10, 2021

ANALYN M. MAZO

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

Dear Ma'am:

This letter is in line to express my desire to apply for a part-time position offered in your institution for the second semester school year 2019-2020. My resume is enclosed for your review.

I am a Cum Laude graduate with a degree of Bachelor of Secondary Education (BSEd) Major in Biological Sciences at Visayas State University and graduated last June 2018. I immediately took the Board Licensure Examination for Teachers (BLEPT) last September 2018 and passed the exam having a rating of 85.40.

In addition to my strong academic background, I had three semesters of teaching experience at the Visayas State University-Isabel Campus teaching chemistry, physics, biology and other professional education subjects under the Department of Arts and Sciences. I am a highly adaptable person and can get along well in any environment. On top of that, I am good on sharing my ideas and at the same time learning new things.

I hope that you will give me an opportunity to serve the public through this institution and improve my skills in any means possible. Should you have queries or need information, you can contact me at 0906 909 3108 or 0931 152 3848. I will be available right after you keep in contact with me. Thank you for sparing your time to review my application and consider me as a candidate.

Yours Sincerely,



NANETTE Y. GALVEZ

Applicant