

Analyn M. Mazo  
Department Head  
Department of Biological Sciences  
Visayas State University  
Visca, Baybay City, Leyte

August 21, 2023

Dear Ms. Mazo,

My name is Mary Jane Ablen, and I am applying for the part-time instructor position in your department.

I recently completed my Bachelor's Degree in Biology and although I had no professional work experience, I believe my Bachelor's Degree has prepared me for this position. My key strengths that will help me succeed in this position are as follows:

- I am highly organized and can handle multiple tasks
- I am an excellent communicator and have excellent interpersonal skills
- I am comfortable engaging with both students and colleagues

I have always aspired to help students achieve their full potential by teaching and guiding them. I am confident that my qualifications and enthusiasms make me the ideal candidate for this position.

I have attached my personal data sheet and resume, as requested; in the meantime, my transcript of record will be followed. Please feel free to contact me at [mjablen88@gmail.com](mailto:mjablen88@gmail.com) or via cellphone at 09704514416.

Thank you for your time and consideration.

Sincerely,



Mary Jane D. Ablen