

<b>Phone number</b> 09485263152	<b>Address</b> Brgy. Alejos Bato, Leyte	<b>Email</b> joycymelendres@gmail.com
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September 02, 2022

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

Dear Ma'am,

Good day! I am writing this letter to express my interest as a Part-time Instructor at the Visayas State University under the Department of Biological Sciences. As a product of the Bachelor of Science in Marine Biology, I strongly believe that I am qualified to apply for this position. Moreover, I am certain that your institution will allow me to learn valuable and relevant experiences into building and growing my career.

As I have just started my career in Marine Biology, I do not have many practical achievements to mention. However, this gives me the freedom to explore on my potential and abilities by aiming for best in this institution – as an instructor who provides a good learning environment for her students, and as a colleague who exemplifies integrity and professionalism. In addition, as included in my enclosed Resumé, I am a career-oriented person, taking responsibilities seriously accompanied by diligence, organization, and flexibility. I consider every detail significant; I can work both individually and as a team, and furthermore has a good interpersonal and written skills which are substantial characteristics for this position. I always see change as a positive thing and embrace it so I could continuously learn, grow, and improve.

I earned my bachelor's degree in Marine Biology from the Visayas State University Main Campus in Baybay, City, Leyte, where I was awarded with Latin Honors (Magna Cum Laude). Pursuant to PD 907, I am eligible to apply for an Honor Graduate Eligibility Certification. However, primary requirements such as Transcript of Records and Certificate of Graduation will only be released by our school starting September 22, 2022, which means my application for HGE Certification would be later from the date given. I would gladly appreciate it if you'd give me the opportunity for an interview where I can provide you more details about myself. Thank you for the time and attention you've set to read this letter. Godbless!

Warm Regards,

**Joyce Melendres**