

KAREN O. PAÑA

July 14, 2025

Brgy. Kambonggan Baybay City, Leyte, Philippines|6521

Job Reference: Instructor I

DR. ANGELICA P. BALDOS

Department Head

Department of Forest Science

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Baldos:

Good day, Ma'am! I am writing this letter to express my sincere interest in applying for a permanent position as Instructor I in your department. It was a great opportunity and privilege to spend my first 2 semesters of teaching experience at the department and I am immensely grateful for providing me an avenue to learn and further hone my skills in teaching.

During my previous appointment as a part time instructor, I developed a deep connection with my students and found a strong sense of responsibility and commitment to providing quality education. Everyday was an adventure – sharing my knowledge to my students while learning from them as well. I believe that learning never stops, and I remain open to any opportunities for professional growth by attending webinars and trainings related to my field of interest.

I would be honored to once again be part of your faculty and contribute meaningfully to the department in the coming semesters.

Thank you very much for your time and consideration. I am looking forward to your favorable response.

Sincerely yours,



KAREN O. PAÑA

Applicant