

Shiela Mae D. Laroa

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Analyn M. Mazo

Department Head

Department of Biological Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Mazo,

I am writing to you to express my interest in the part-time instructor position currently available at Department of Biological Sciences. I am very excited about the prospect of working as an instructor to bring my love of education and my well-developed knowledge in this field as a graduate of BS Biology major in Marine Biology. I am including my resume that lists my qualifications and experience.

I experience teaching for over 1 year to different primary grade level pupils. I was responsible for guiding and teaching children to excel and to be outstanding in their respective class.

I reviewed the requirements of the job and I believe that I fit for the position.

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Shiela Mae D. Laroa