

Dr. JETT C. QUEBEC
Department Head
Department of Liberal Arts & Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Quebec:

Greetings!

With a burning passion to share my knowledge and experiences, I want to apply for the position as a part-time instructor in your department. Given my experience and ample capabilities, I would appreciate your consideration for this job.

I completed my Bachelor of Secondary Education degree, Major in Biological Sciences in June 2019. I stayed in the institution as a job order worker since October 2019 and ended my term with a grateful heart. You can refer to the resume if you wish to contact my immediate superiors.

Believing that teachers should engage themselves in a life-long learning, I have decided to start taking my graduate studies here in VSU. I enrolled Masters in Tropical Ecology but because of financial constraint, I filed for leave of absence in this semester.

Experiences as a science research assistant have taught me how to build strong relationships with any departments at an organization. I have the ability to work within a team as well as cross-team. I believe that your department would give me the opportunity to learn more things in my chosen field and that it would hone my teaching skills further.

Very truly yours,



Liza A. Velasco
Applicant