

July 27, 2023

**Dr. Eusebio R. Lina Jr.**  
Department Head  
Department of Mathematics  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear **Dr. Lina**,

Greetings!

I hope this letter finds you well.


I am Niño Jan M. Mata and will be graduating this coming August 3, 2023 with the degree of Bachelor of Science in Agricultural and Biosystems Engineering. I am writing this letter to express my sincere interest in applying as a Part-time Instructor in your department.

Aside from being a student, I have been serving as a Math Tutor at Literacy Pal Tutorial Center in Baybay City for almost a year now. This experience allowed me to teach both elementary and high school students in their Mathematics subjects. Also, during my years as a college student, I took Mathematics subjects seriously. All these learnings and experiences guided me to try applying for this position. If given a chance to have the job you are offering, I will use the optimum knowledge I gained in my teaching experience and apply it in serving the department and all the people you are serving.

In this regard, I have attached a copy of my résumé and Personal Data Sheets, which provide detailed information about my educational background. I would appreciate the opportunity to further discuss my application with you at your most convenient time. For more information, you can reach me anytime via SMS (+639293668947) or via email at [nj.mata@vsu.edu.ph](mailto:nj.mata@vsu.edu.ph).

I am hoping for a positive response about this application. Thank you and God bless!

Sincerely yours,

  
NIÑO JAN M. MATA  
Applicant