

DR. EDGARDO E. TULIN

University President

THRU:

ANALYN M. MAZO

Department Head

Department of Biological Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Please consider this letter as my intent to apply for a part-time instructor in your department. I have seen in your advertisement that you are looking for a part-time instructors for the opening of school year 2021-2022. Given my qualifications, I believe that I am qualified to teach in your department.

I graduated last July 2018 from Visayas State University with Bachelor's Degree in Secondary Education major in Biological Sciences and passed the Licensure Examination for Teachers last March 2019.

I have been working as Data Encoder for 2 years and 3 months at the Visayas State University (Office of the Dean of Students) and decided to leave my job seeking for a better place of opportunity where I can further develop my skills as an educator and where I can be exposed to more challenging professional atmosphere. I look to bring my love of education, my knowledge in this field, and my love for teaching to your college. I am confident that my professional

references, my communication and mentoring skills make an excellent candidate for this position.

I would be happy to welcome for an interview and I am hoping to hear from you at your earliest convenience. You can find my contact number and other references in my curriculum vitae attached in this letter.

Thank you for considering my application.

Sincerely,

MARY CRIS D. LLANO

Applicant