

Ma. Dayanarra T. Alonso
Sitio Lapawon, Brgy. Sto. Rosario
Baybay City, Leyte
+639 26 454 3612
madayanarraalonso@gmail.com

9th August 2023

Dr. Analyn M. Mazo
Dean
Department of Biological Sciences
Visayas State University
Baybay City, Leyte

Good Day!

I am sending you this application letter applying for an Instructor in Biology at your department. I have attached my curriculum vitae and other requirements for your perusal.

I obtained a degree in Biology majoring in Ecology from Visayas State University – Main Campus. I believe that the training, skills and quality education gained in this degree will help me in the said position.

My experiences in teaching are my edge and qualifications for this position. My exposure in dealing with the academe enlightened me to be dedicated in giving not only quality education but understanding the needs of each student. This job requires hard work, strong responsibility and passion that I believe are the qualities that I have.

I am a person who always aims to achieve the goals and objectives of the company I work in. I am dedicated and consistent in my commitment to excellence. This time, I'd like to share my knowledge as well as train young minds in learning more about the environment.

I look forward to hearing positive feedback from your office regarding my application. I hope you'll give me this chance to prove myself worthy for the position.

Sincerely,

Ma. Dayanarra T. Alonso
Applicant