

August 30, 2022

DR. ANALYN M. MAZO

Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Mazo,

I am writing this application letter to put forward my interest in the available role of **Part-Time Instructor** in your department. I believe the requirements closely reflect my skills and background knowledge I have gained.

I finished my Bachelor's Degree in Biology major in Botany from Visayas State University, Visca, Baybay City, Leyte in 2019 and am currently employed as a virtual assistant (in a copywriter position) in Tagbilaran City, Bohol.

But, as of this moment, I am looking forward to a job opportunity where I can use the underlying knowledge I acquired in a four-year biology course to teach biological science and perform laboratory work.

If I am hired to work in your department, I'll put in a lot of effort to make sure that all of your students are able to understand the material I teach them. In addition to gaining my firsthand knowledge of this field, my objective is to assist each learner in acquiring the knowledge they require to achieve their academic and professional goals.

Furthermore, working as a virtual assistant for over a year taught me how to fit in with a group and consistently strive to achieve common goals despite failures and setbacks. I am also an adaptable, energetic, flexible, creative, and hard-working individual, and I can complete tasks with minimal supervision.

I am thanking you in advance for considering my candidature. My resume and other pertinent documents would summarize my educational background and occupational history. I hope to receive a positive reply from your end.

Best Regards,



Jay Bryan V. Daro

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