

**MAY J. MOLLANEDA**

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**JETT C. QUEBEC**

Department Head  
Department of Liberal Arts & Behavioral Sciences  
Visayas State University  
Visca, Baybay City, Leyte

**Dear Mr. Quebec,**

I am writing to apply for the position of **Instructor** that was posted on your website (<https://jobs.vsu.edu.ph/>). I have attached my latest Personal Data Sheet for you to see in detail my qualification and experiences.

I am a licensed Psychometrician with a degree in Psychology. During my previous roles (Guidance Staff and Assistant Restaurant Manager), I gained experience with people and document management. Moreover, I had been in charge of writing and submitting reports based on my data, as well as presenting my findings in meetings. Additionally, I've always had to manage and keep correct and detailed records, which I've done both on a computer database system and manually. I've also overseen a team budget and had some supervisory experience. Furthermore, I have been in charge of organizing activities, conducting assessments, making budget plans, gathering, organizing, updating records, and designing, implementing, and reviewing programs and/or services. Thus, I feel that all of these factors, together with my enthusiasm and my deep interest in education, will translate well into this post.

I hope you would consider my previous experience for this post since I am eager to start a career in your institution and I am willing to do whatever training and learning that is required to do this role efficiently.

I am looking forward to having the opportunity to talk with you soon. You can contact me any time via email or the phone number written above at any time. Other supporting documents are also included in the attachments. Thank you for taking the time to review the latter.

Sincerely,

  
**MAY J. MOLLANEDA**