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25 December 2024

CHERYL C. BATISTEL, PhD

Department Head, Department of Biological Sciences

Visayas State University

Visca, Baybay City, 6521

Dear Dr. Batistel,

I am writing to apply for the part-time instructor position in the Department of Biological Sciences as posted in the VSU HRIS system. As a graduate of the BS in Biology program, majoring in Zoology, I am excited about the opportunity to continue my teaching career here at the university and contribute to the academic development of the students in our department.

Having taught in the department for one school year, I found and reinforced my passion for teaching. This experience has deepened my commitment to education and strengthened my desire to work in our dynamic and forward-thinking department.

Throughout my journey as a student and now as a graduate, I have consistently upheld high ethical standards and professionalism. I am committed to providing excellent service and proactively addressing students' needs and concerns. My communication skills and ability to work collaboratively have been shaped by my involvement in various organizations, both within and outside the university. I am also adaptable, open to change, and excel even under pressure.

I am thrilled about this opportunity to continue contributing to the department, and I am confident that my academic background, practical experience, and enthusiasm for teaching make me a well-suited candidate for the position. I look forward to discussing my application further and am available at the department's earliest convenience for an interview.

Thank you for your time in considering my application. Enclosed, please find the required documents, including my transcripts and resume. If there are any additional materials or information needed, I am willing to supply them.

Sincerely,



Kristofer E. Balais