

September 1, 2022  
Dr. Analyn M. Mazo  
Department Head  
Department of Biological Sciences  
Visayas State University  
Visca, Baybay City, Leyte

RE: Instructor (Part- Time)

Dear Dr. Mazo:

Greetings!

My name is Joshua L. Abelitado, and I'm writing to you to express my desire regarding the position of part-time instructor in your department. As a fresh graduate of Visayas State University, main campus, with a bachelor's degree in BIOTECHNOLOGY major Industrial Biotechnology, I am interested in the job because I want to apply and share my knowledge to make a significant contribution in the learnings of the future generations. As someone who has an adequate knowledge and background more specifically in biotechnology, chemistry, and biology, I can provide interactive activities that can pique the interest of the students where they can engage in and learn from the subject matter.

My research and writing experience for my undergraduate thesis, "Evolutionary Analysis of Available Rice Tungro Spherical Virus Coat protein 3 Isolates from Different Countries," has assisted me in developing and refining my abilities in the field of research. With innumerable and various data, my thesis study has broadened my knowledge in data analysis, processing information, and the use of Bioinformatics software programs. I am extremely passionate about the university's mission, which is to "conduct relevant research" that would help students to hone their scientific writing skills.

I believe that my experiences as a fresh graduate in one of the most prestigious colleges and departments in the university would be a contributing factor to the faculty. The skills I possess that could help in this field are basic laboratory skills, collaboration, meticulousness, as well as being computer literate. The characteristics that I have, which could be an important factor in the workplace, are being a hard-working person, passionate and very dedicated when it comes to work, flexible, willing to learn new things, and most of all, a God-fearing one.

I look forward to discuss with you about my application. Thank for your time and attention. God bless.

Very respectfully yours,

  
JOSHUA L. ABELITADO

Applicant