

Nicole Chelsea B. Manguiat
C. Arellano St., Zone 4
Baybay City, Leyte 6521

September 3, 2022

Analyn M. Mazo
Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte 6521

Dear Dr. Analyn M. Mazo,

I am writing to express my interest in the position of part-time instructor for the Department of Biological Sciences in Visayas State University. I heard this opportunity from Prof. Cesar, my previous academic adviser. I believe that I am very fit for this job opening.

I recently earned my Bachelor's Degree in Biology from Visayas State University. I graduated from the class of 2022 as Magna Cum Laude.

I have no prior professional experience but I have participated in a number of trainings and webinars and received satisfactory ratings during my academic years. I had the opportunity to work as an online intern for the Large Marine Vertebrates Institute Philippines as part of our practicum, where we were tasked with conducting data mining and contributing to their project of the Marine Turtle Database. Additionally, I attended a workshop for creating interactive learning materials, which would be certainly useful for this job. I am very eager to apply what I have been learning during my academic years as a recent graduate. I am willing to be trained and help out your institution.

Please find my resume and other supporting documents attached. For now, I will submit screenshots of my grades from our student portal because our transcript of records will be available by September 22, 2022. The registrar cannot issue a certificate of grades as of the moment due to enrollment schedule. I will submit my transcript of records as soon as it becomes available. References are available upon request. I look forward to meeting you soon.

Sincerely,


Nicole Chelsea B. Manguiat