

June 25, 2023

Rev Rhizza L. Aure  
Department Head  
Department of Physics  
Visayas State University  
Visca, Baybay City, Leyte

Greetings Sir!

I am Kenneth Carl R. Milleza, a fresh Civil Engineering graduate from Visayas State University, specializing in Structural Engineering. I am writing this letter to convey my eagerness on being a part of the Physics Department of VSU, specifically as a part-time instructor this mid-year term 2022-2023. I am currently reviewing for the November 2023 Civil Engineers Licensure Examination, but please do not be concerned that it may affect my performance as a part-time instructor, given that my application is accepted.

Even though I have no experiences as an instructor, I am confident with my knowledge of Physics, for it is basically the foundation of Civil Engineering. Other than that, I had experiences as a lab assistant of the Department of Physics of VSU during my Senior High School work immersion program. Being my first job application, I have thoroughly researched opportunities from various companies and institutions where I can best gain necessary skills in handling people for my future career, and nothing came close to this opportunity provided by the Department of Physics of VSU. I have read and understood your qualifications, and I am confident that my skills and qualities align with what you are looking for. I believe that I can make a sound contribution to your department.

I regret to inform you that I cannot provide a copy of my Transcript of Records (TOR) at the moment, for the University Registrar was unable to release a copy of my TOR promptly. I have enclosed herewith a copy of my resume together with some useful documents for your reference.

Thank you for your time and consideration and I am looking forward into further discussing my qualifications with you soon.

Respectfully,

Kenneth Carl R. Milleza  
Brgy. Gabas, Baybay City, Leyte  
+639666527652  
millezakcr@gmail.com