

JAVES L. JUNIO

Brgy. Margen

Ormoc City, Leyte, 6541

juniojaves23@gmail.com

09979728643

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MARK RYAN R. TRIPOLE

Department Head

Department of Pure and Applied Chemistry (DoPAC)

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Mark:

I am writing to express my interest in the position of **part-time instructor** in the Department of Pure and Applied Chemistry (DoPAC). I am a recent graduate of Visayas State University-Main Campus, holding a degree in **Bachelor of Science in Chemistry**, and I am eager to begin my career in teaching and academic service.

Through my academic experiences, I have been able to build a growing knowledge of chemistry and its various aspects. My educational training was further enriched by hands-on laboratory work, research exposure, and participation in departmental seminars. I also had the opportunity to tutor peers in chemistry-related subjects, which helped enhance my communication skills and ability to explain scientific concepts clearly and engagingly.

In addition to my academic background, I have been actively involved in student organizations, where I held leadership roles that strengthened my sense of responsibility, teamwork, and time management skills. I am passionate about education and committed to creating a supportive and engaging learning environment for students.

It would be a great privilege to contribute to your department's instructional efforts and to be mentored by experienced faculty members. I am confident that my academic preparation, enthusiasm for teaching, and willingness to learn will enable me to fulfill the responsibilities of the position effectively.

Attached herewith are my résumé, transcript of records, and other supporting documents for your review. I would welcome the opportunity for an interview at your earliest convenience.

Thank you for considering my application. I look forward to the opportunity to join your esteemed department.

Respectfully yours,

Javes L. Junio