

Yasser Mecate

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Analyn M. Mazo

Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Mazo,

Good day, Ma'am! I am once again applying for your department's part-time instructor position! I'm sure you know many details about my academic background and work experience, so this letter will instead focus on the competencies I have developed during my time under the Department of Biological Sciences.

The entirety of the DBS faculty and staff are a joy to work with. You have welcomed me with open arms and have shared your collective wisdom and experience to us part-timers. Our coordinators (and also the rest of the faculty) were more than gracious to give us adequate amount of information and preparation as well as advice in times that I felt troubled. Especially in times of our mistakes and hiccups, everyone was patient and understanding. Behind the scenes of the DBS lies the staff and I'd like to specially mention the department's two wonderful clerks who always had our backs. And of course, my fellow part-timers whom I can now call my friends. For everything that the Department of Biological Sciences has given me, I am very grateful.

Now I do know that the purpose of an application letter is to convince the employer to hire the applicant, this application letter however serves more like a "Thank you and

Goodbye” because I know that with the fewer positions available I will not be hired. But, with the encouragement of the “veterans” in the department, I’d be a fool if I didn’t at least try.

To be perfectly honest in my first few weeks teaching in DBS I was very intimidated, not because of the workload but because of the known excellence this department as well as others have contributed to the university’s reputation. I was unsure if I could be as excellent but now having “survived” the 1st semester it made me realize that...**yes, I can.** And I wish to continue serving excellence to you, the department, and to all the students.

Best wishes,

A handwritten signature in black ink, appearing to read 'Yasser Mecate', with a large circular flourish on the left side.

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