

RAYMOND R. OCARES

Cambalading, Albuera, Leyte 6542

09483806178

ocaresraymond@gmail.com

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MR. MARK RYAN TRIPOLE

Department Head, DoPAC

VSU, Visca, Baybay City, Leyte

DEAR SIR:

Good day! I am Raymond R. Ocares, a BS Chemistry graduate from Visayas State University. I came across your job posting online and I am writing to express my genuine interest in applying as a Part-Time Instructor at DoPAC as my characteristics may align with the core and functional competencies that you seek. I assure to be a valuable addition to the institution by upholding the school's standards, policies, and commitment to quality education.

I am a former Chemistry student who then served as a part-time instructor at VSU. I underwent a well-balanced program of study in Chemistry wherein I learned the necessary background and soft skills. I am more than ready to learn and commit to a Part-Time Instructor's duties and responsibilities. I can adapt and learn to apply appropriate educational and psychological models to facilitate an effective, innovative, and learner-centered class environment. I can also observe integrity and professionalism. My Chemistry background is not only technical in nature but also holistic as it has aided me to develop satisfactory communication skills, think outside the box, as well as exercise leadership and team-building qualities. I am also sensitive and accepting of the differences among people, especially in terms of, but not limited to, race, gender, and religion. Aside from those, I read books and write literary pieces in my free time, which help me organize and document my thoughts and express my ideas creatively, and thus, can possibly be of help in making a class discussion well-organized and effective.

I would appreciate an opportunity to have an interview with the institution for the said position to further discuss how my background may meet your needs. I have also submitted my resume for your further review. I genuinely look forward to hearing from the DoPAC soon. Thank you for taking the time to read my application letter.

Sincerely yours,



Raymond R. Ocares