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17 July 2025

Mark Ryan R. Tripole
Department Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear **Mr. Tripole**,

Greetings!

As a graduate of the Bachelor of Science in Chemistry, I am writing to express my strong interest in applying for the position of part-time instructor in your esteemed office to start my career.

I have taken every opportunity to expose myself in a professional environment and nurture my personal growth all throughout my academic journey. My internship experience allowed my academic knowledge to be put to use in an actual work setting. I have strengthened my work ethics and other qualities needed for the position. I am also particularly impressed by the department's quality objectives, and I am enthusiastic about this opportunity to contribute to your team.

Please see the attached resume and personal data sheet for your reference. Thank you for your kind consideration and time. I am looking forward to discussing this position further.

Sincerely,


Andrew Joseph B. Baylon
Applicant