

Lindy Jane L. Ando
Brgy. Mas-in, Ormoc City, 6541
janelaurenoando@gmail.com
09354421403

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ENGR. JOHN CHRISTIAN GAVIOLA
Department Head
Department of Civil Engineering
Visayas State University
Visca, Baybay City, 6521

Dear Engr. Gaviola,

Greetings!

I am writing to express my intent to apply for the position of Instructor III in your esteemed institution. I am a licensed Civil Engineer with a Master of Science in Civil Engineering, majoring in Transportation Engineering. With over six years of teaching experience, I am eager to contribute meaningfully to your ongoing pursuit of academic excellence.

Over the past six years, I have taught both foundational and professional courses in the civil engineering program. This experience has allowed me to refine my teaching practices, develop instructional materials, and deliver outcomes-based lessons that foster student learning. This has also given me the privilege of mentoring undergraduate civil engineering students and creating an inclusive and dynamic classroom environment. I am also committed to improving my craft through continuous learning, adaptation of emerging teaching tools and technologies, and reflective teaching practices.

I am confident that my qualifications match the university's expectations, not only in technical and academic preparation but also in character and professional values. I make a constant effort to uphold integrity, deliver excellent service, and foster strong, collaborative relationships with both students and colleagues.

Furthermore, I am enthusiastic about engaging in research, particularly in areas of road safety and public transport modernization. I am also open to participating in extension programs and multidisciplinary projects that benefit communities and align with the department's agenda and the university's mandate.

Thank you for considering my application. I would be honored to further discuss how I can be of service to your department and to the university as a whole. I am available for an interview at your convenience and may be reached through the contact information provided.

Respectfully yours,



Lindy Jane Ando