

**ANALYN M. MAZO**

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

Dear Ma'am;

Thank you for taking the time to review my application. I am interested in applying as part-time instructor in your college department. I am looking forward to use my degree in Secondary Education major in Biological Sciences. At this point of time, my master's degree is on-going. I am taking up Masters of Science in Tropical Ecology.

During my internship for three months in Baybay National High School, I have had opportunities to work with Junior High School students. I was able to develop my teaching skills as well as my interpersonal skills as I dealt not just with the students but with the different people who were involved in our school community. I have had many accomplished tasks and activities in the previous institution.

I am seeking a career that will help me to continue working with people in various ways. I hope you will find that I am qualified for the position you seek to fill.

If I can provide you with any further information on my background and qualifications, please let me know.

I look forward to hearing from you.

Thank you.

Sincerely,

**Liza A. Velasco**  
Applicant