

**July 18, 2024**

**DR. IVY G. YEPES**  
University President  
Visayas State University

**Thru: CHERYL C. BATISTEL**  
Department Head  
Department of Biological Sciences  
Visayas State University

Good day Maam,

I am writing this letter to apply for the position of a part-time instructor at the department of biological sciences. With my knowledge of science, coupled with my enthusiasm for teaching and a passion for mentoring, I am confident that I am an ideal candidate for this role.

I graduated from Visayas State University with a bachelor's degree in secondary education major in biological sciences, and I have already accumulated two years as a tutor in the field. I have a strong understanding of scientific concepts and principles, and I am confident that I can effectively teach them to students.

I am passionate about teaching and have a proven track record of encouraging students to reach their academic potential and develop their interest in science. I am also adept at monitoring student progress and providing constructive feedback. In addition, I am familiar with modern teaching technologies and have experience utilizing them in the classroom.

I am excited to bring my knowledge and experience to your school and am confident that I can make a positive contribution to the team. I look forward to discussing my qualifications in more detail and thank you for your consideration.

Yours sincerely,

**Mary Cris D. Llano**