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December 24, 2024

Dr. Cheryl C. Batistel

Department Head
Department of Biological Sciences
Visayas State University
Baybay City, Leyte, 6521-A

Dear Dr. Batistel:

I am writing to express my interest in the part-time instructor position at the Department of Biological Sciences. Having worked here during the first semester was challenging but, at the same time, felt fulfilling. I have been able to share my knowledge with my students not only from what I have learned during my undergraduate years but also from day-to-day experiences in the class, which improved both my soft and hard skills.

With my experience, I am already familiar with the work description and different teaching styles that may be effective for different kinds of students. Thus, I believe that I have equipped myself with essential knowledge and skills from the training that I have received from the department which is based on the Visayas State University's standards.

It would be an honor to teach again in the department that has been instrumental to my development. Along with this letter are my resume and other documents that provide details about my academic background and skills. Thank you for considering my application. I am looking forward to the opportunity to contribute to the educational mission of the Department of Biological Sciences.

Sincerely,

Shellamie G. Villaluz