

July 7, 2022

Dean
College of Liberal Arts and Behavioral Sciences
Visayas State University

Thru: Human Resource Department

Dear Sir/Madam:

I would like to express my desire to apply for a teaching position in your prestigious learning institution. I bring with me professionalism, competent instruction and excellent people-relationship skills, as evident in highly positive evaluation of my performance as Department Head and faculty of Lyceum of the Philippines University (LPU). I believe that my experience and values will further enhance the learning of your students.

I am a graduate of B.S. Biology at Emilio Aguinaldo College. I am also a graduate of Master of Science in Biology Major in Cytogenetics at De La Salle University – Araneta and with 24 units of Ph.D. in Animal Science. With 20 years of teaching experience; having written six (6) books for Senior High School and five (5) books which are all being used as approved textbooks in more than three universities in Metro Manila; being a member of the Internal Quality Audit of LPU and having contributed greatly in the Level 4 Science and Liberal Arts' PACUCOA Accreditation of LPU, I can make a positive contribution to your university.

Attached herewith are my credentials and other pertinent documents for your reference and further evaluation. I look forward in setting an appointment with you at your convenient time.

Sincerely yours,

JOEL E. UNDAY
MSc Biology