

Nicole Chelsea B. Manguiat
C. Arellano St., Zone 4
Baybay City, Leyte, 6521

February 2023

Analyn M. Mazo
Department Head
Department of Biological Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Mazo:

I am writing to express my interest in the position of Part-time Instructor in your department. I was excited when I heard about this job opening from the clerk and some faculty members of your department. I would love to continue working with you and I assure you that I am an excellent fit for this position.

I was a part-time instructor in your department from September to October 2022. Then I was reassigned to be a substitute instructor from November 2022 to February 2023. Now that my contract has ended, I am reapplying for the position of part-time instructor. In the previous months, I have learned new things in the field of academia like preparing teaching materials and handling a classroom environment. I am eager to keep on working with you and be trained to help your department in achieving its goals.

Please find my personal data sheet attached. References are available upon request. I look forward to meeting with you soon.

Sincerely,


Nicole Chelsea B. Manguiat