

John Kenneth Fraga

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Dr. Analyn M. Mazo

Department Head
Department of Biological Science
Visayas State University
Baybay City, Leyte

July 24, 2022

Dear Dr. Analyn M. Mazo,

Good day! I am writing this to express my interest in working as an instructor at your institution. I believe I have the capacity and qualifications to perform my duties and be a great addition to your office.

I am a graduate of Bachelor of Science in Biology major in Coastal Management and Conservation at the University of the Philippines Visayas Tacloban College. In line with the principles of UP students and alumni, I want to serve the people and disseminate knowledge through your institution.

Moreover, I am reliable, competent, and efficient in providing sufficient results. My accomplishments and part-time tutoring experience during the pandemic have afforded me basic skillsets and time-management abilities. I am also endowed with:

- strong leadership skills
- strong attention to detail
- decision-making skills
- adaptability to a new environment
- ability to multitask

I believe that your institution will help me apply the skills and experiences that I have acquired from my education and enlighten the minds of future biologists at VSU. I have great respect for VSU and I trust that this institution will help me in my career growth.

The copy of my TOR is to be followed.

Sincerely,

John Kenneth R. Fraga