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ANALYN M. MAZO

Department Head

Department of Biological Science

Visayas State University

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Dear Dr. Mazo,

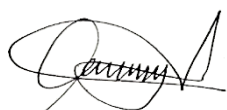
Thank you for the opportunity to apply for the part time Science Instructor role at your school organization. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as proactive by my coworkers and management. Throughout my 3-years teaching career, I've developed a skill set directly relevant to the Science Teacher role you are hiring for, including classroom management, holistic learning, and human behavior and performance. Overall, I have consistently demonstrated interpersonal, multitasking, and creative thinking abilities in every aspect of my secondary science teacher role at CCL CENTREX and in Department of Education. I invite you to review my detailed achievements and teaching experiences in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 09385076698 or via email at matheresacatayoc03@gmail.com to arrange a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely yours,



Ma. Theresa Catayoc