

January 12, 2024

Dr. Analyn M. Mazo

Department Head

Department of Biological Sciences

Visayas State University – Baybay Campus

Thru: Honey Sofia V. Colis

Director, Human Resource Management Office (HRMO)

Dear Dr. Mazo,

Good day ma'am!

I am Gideon R. Yepes, one of the applicants for the part-time instructor position in the Department of Biological Sciences, College of Arts and Sciences. I graduated under this department as Magna Cum Laude, the fourth with highest honors from the class of 2023, and a consistent President's honoree for four years. I am also a previous grantee of the DOST-SEI RA 7687 scholarship.

My work experience as a part-time instructor on the aforementioned department last semester has developed my skills in employing effective teaching strategies to facilitate student learning in both lecture and laboratory classes, as well as my enthusiasm in academic-related responsibilities that involves preparation, instruction, and class management.

Additionally, I was involved in one of VSU's research and development efforts under the Department of Pest Management (DPM), College of Agriculture and Food Sciences - Biotyping project with international partnerships from Australia and Indonesia through my undergraduate thesis. This project has developed my skillset in the field of scientific research, particularly molecular biology and biotechnology, and has honed my organizational and strategic thinking and planning skills. My yearning for this field of study has been intensified when I attended a training on molecular data processing and analysis spearheaded by DPM.

Moreover, I am an active youth president and secretary-treasurer of our local church and the whole Eastern Visayas group of churches, respectively. I am also the present associate editor and circulation manager of our official church publication. I was a member of the #ProjectSAVEME voluntary organization which unifies environmental warriors towards the goal of mangrove restoration and environmental conservation. These responsibilities have intensified my verbal and written communication, decision-making, problem-solving, ecological awareness, social responsibility, and servant leadership qualities. In my spare time, I always aim to develop my creative writing skills and acquire new, additional skills. Some skills I learned over time, especially during the pandemic, were basic digital layout and graphic designing, playing musical instruments, and writing in Korean Hangul.

With these experiences, I firmly believe that my hard skills and soft skills will make me an effective and reliable employee. I am most willing to learn and be taught, and further improve this skillset depending on the needs and requirements of your humble institution.

I am hoping there is a chance for an interview, wherein I can further showcase my potential, and explain how I can be an asset in your office. I can be reached anytime via e-mail yepesgideon@gmail.com or through my cellphone number 0915-1940-902 or 0921-410-0027.

Thank you for your time and consideration. I look forward to meeting with you for this employment opportunity.

Respectfully submitted,


GIDEON R. YEPES
Applicant