

Ma. Sherlita S. Rosal
Zone 1, Brgy. Guadalupe, Baybay City, Leyte
July 12, 2021

Dr. 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 Part-time Instructor position which is currently available in your department.

I am a graduate of Bachelor of Science in Biology – Major in Marine Biology with a license on PADI Open Water Diving. My experience as a substitute and part-time instructor for the past three years enhanced my knowledge and background on various subfields of biology and different biological procedures and techniques which helped me prepare for the challenges of the position.

With my three-year work experience, I manage to develop my potential on teaching, learned how to handle bigger responsibilities and built positive relationships with students and work colleagues at all levels. I am confident enough that I could contribute to the best of my ability to the institution's qualifications. You will find me to be a reliable person with a professional, calm and honest approach to all work-related matters.

Greater details of my qualifications and specialized trainings can be found in my attached resume. I very much hope that you will look favorably upon my application by recognizing my enthusiasm, talents in the field of biology and my future potential. I am available for an interview at any time, and should you require any further information then please do not hesitate to contact me. In the meantime, I thank you sincerely for taking the time to read my application, and I very much look forward to an opportunity to speak to you in more detail regarding this position.

Sincerely,



Ma. Sherlita S. Rosal
Applicant