

Jailenn Jannaraine S. Puray
Penserga Subdiv., Purok 2, Brgy. Alta Vista
Ormoc City 6541
09459749569
jailennp@gmail.com

June 7, 2021

ELIZABETH S. QUEVEDO
Department Head
Department of Pure and Applied Chemistry
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am:

I am writing to apply for the Instructor I position at DoPAC. Currently, I am working as a part-time instructor at the department. I am also a VSU alumna of Bachelor of Science in Chemistry and a licensed chemist and licensed chemical technician.

I believe that this position would give me the opportunity to fulfill my dreams to be an educator, participate in research studies and at the same time provide service for my alma mater university. I have been teaching at DoPAC for the second semester of the current school year, and now I am ready to take my responsibilities to the next level as an Instructor I as I have equipped myself with skills and learnings at handling students and sharing my expertise with them with chemistry and during my industry experience at my previous job. Furthermore, my GPA and thesis during my undergraduate studies speak of my passion for chemistry and research.

So far, working as a part-time instructor has been very rewarding, both personally and professionally, and I would appreciate the opportunity to become a regular faculty at DoPAC. I feel that the experience I have gained and the commitment I have shown in my work would make me an excellent candidate for the position.

Please review my enclosed resume and other required documents that I have attached. Thank you for your time and consideration.

Sincerely,

JAILENN JANNARAIN S. PURAY
Applicant