

July 19, 2025

Dr. Eusebio R. Lina Jr.

Department Head

Department of Mathematics

Visayas State University

ViSCA, Baybay City, Leyte

Dear **Dr. Lina**, Greetings!

I hope this letter finds you well.


I am Niño Jan M. Mata, graduate from the Bachelor of Science in Agricultural and Biosystems Engineering. I am writing this letter to express my sincere interest in applying as a Part-time Instructor in your department.

I have been serving as a Math and Academic Tutor. This experience allowed me to teach both elementary and high school students in their Mathematics subjects. I have the keen passion and desire in teaching Mathematics and also to expand and sharpen my teaching skills. Also, during my years as a college student, I took Mathematics subjects seriously. All these learnings and experiences guided me to try applying for this position. If given a chance to have the job you are offering, I will use the optimum knowledge I gained in my teaching experience and apply it in serving the department and all the people you are serving. I believe that this is the place of growth and able develop my knowledge in field of teaching Mathematics.

In this regard, I have attached a copy of my résumé and Personal Data Sheets, which provide detailed information about my educational background. I would appreciate the opportunity to further discuss my application with you at your most convenient time. For more information, you can reach me anytime via SMS (+639293668947) or via email at nj.mata@vsu.edu.ph.

I am hoping for a positive response about this application. Thank you and God bless!

Sincerely yours,


NIÑO JAN M. MATA
Applicant