

July 12, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Visca, Baybay City, Leyte

RUBELAINE M. BARO

Applicant
Poblacion, Corella, Bohol

Dear Ms. Colis:

Greetings!

I am writing to apply for a position as a **Science Instructor** in your institution **Visayas State University**. I am confident that my teaching experience and my skills can contribute greatly to your institution.

I earned my bachelor's degree in secondary education, majoring in biological science, from Bohol Wisdom School, graduating Magna Cum Laude. I have also completed 30 units in my master's degree in science education at Cebu Normal University, where I am currently preparing for my comprehensive examination and thesis writing. Throughout my career as a science educator, I have had the opportunity to teach a wide range of subjects at different educational levels, including Science 8, Science 10, and Senior High School. Additionally, my experience extends to teaching college courses such as Astronomy, Microbiology, Technology for Teaching & Learning Science, and Modern Physics.

My diverse teaching experience has provided me with skills and insights directly applicable to the role of a teacher/instructor:

- **Educational Experience:** As a High School Science Teacher for five years, I handled science courses in Grades 8, 10, 12, and College, developed instructional materials, structured instructional plans, and adapted to online teaching using platforms such as Google Meet, Zoom, and MS Teams.
- **Project Management:** Successfully managed Science Investigatory Projects for various grade levels, meeting deadlines and maintaining high-quality standards. Additionally, I served as a Science Club moderator, demonstrating my ability to oversee and manage an organization.
- **Technological Proficiency:** Skilled in various Google Workspace such as Google Sheets, Microsoft Office 365, Canva, and other educational tools.
- **Creative & Talented:** I am passionate about creating crafts and I am talented enough to run my own photography, clothing, and flower business.
- **Advanced Studies:** Pursuing a Master of Arts in Education majoring in Science Education at Cebu Normal University, I created a module in Advanced Chemistry, completed multiple research projects, and participated in environmental and training programs.
- **Communication & Collaboration:** Proficient in English, I have established strong professional relationships with stakeholders, facilitated discussions, and maintained student engagement through interactive techniques.

I am eager to bring my organizational skills, strong work ethic, strategic thinking, and deliver excellent results in your organization. Thank you for considering my application. I look forward to discussing how my background aligns with your needs. Please contact me at +639097728921 or rubelainebaro23@gmail.com to arrange a meeting at your convenience.

Sincerely,


RUBELAINE M. BARO, LPT
Applicant