

January 27, 2022

SHEILA MAE R. CUTANDA

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sheilacutanda@gmail.com

ENGR. GLADYS G. DOYDORA

OIC-Department Head

Department of Civil Engineering

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Doydora,

I am writing to express my interest in the Instructor position as posted on the job listing of the school's webpage. I am a graduate of Bachelor of Science in Civil Engineering at the Visayas State University. As a personal mission, I strive to empower and improve other's outlook and circumstances.

I believe being genuine and nurturing, along with professional and driven, is an essential combination of people in this field. I would like to help students through stimulating class discussion and ensuring student engagement, maintaining related records and assessing student coursework as well as in collaborating and supporting colleague regarding research interests and co-curricular activities.

I would like to take this opportunity to improve my skills and knowledge in your good office. It would be a great privilege to have the chance to work as part of a dynamic team where I could make a significant contribution while developing my skills and reflecting positively on the professionalism and competencies as well.

I am extremely grateful for the time you have taken to review my application letter since you probably received a number of applications for this position. I would also welcome the opportunity to speak with you if you feel that I would be qualified for the said position or any vacant position in your organization. I hope to hear from you concerning the result of this application.



SHEILA MAE R. CUTANDA

Sincerely,