

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

April 18, 2021

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

Dear Ma'am:

I am a VSU alumna of Bachelor of Science in Chemistry and a licensed chemist and licensed chemical technician. I am writing to apply for the position of a Part-Time Instructor at the Department of Pure and Applied Chemistry.

I believe that I am ready to take the responsibilities of an instructor as I have already equipped myself with skills and learnings that I have gained through the trainings such as scientific presentations and discussions I had during my studies. My GPA and thesis speak of my passion for chemistry and research. During my previous job, I had the chance to train a new employee which helped me develop confidence and interest in instruction and research. In my free time, I help students struggling in chemistry with their homework through an online tutoring platform. I believe that this position would give me the opportunity to fulfill my dreams to teach students, be a researcher and at the same time provide service for my alma mater university.

Please see my enclosed CV, resume and other requirements that I submitted for additional information. Thank you so much for your time and consideration. I look forward to hearing from you soon.

Sincerely,



JAILENN JANNARAIN S. PURAY  
Applicant