

# Ma. Theresa M. Catayoc

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## **ANALYN M. MAZO**

Department Head

Department of Biological Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Madam,

Thank you for the opportunity to apply for the Teaching role at your school organization. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as proactive by my coworkers and management. I graduated from Eastern Visayas State University with a degree of Bachelor of Secondary Education major in Biological Science. Currently studying for my master's degree in science education I am a licensed teacher and I also have a TEFL certificate. I am a licensed teacher and I have over 3 years of teaching experience in a classroom setting handling Biology to Junior high school and senior high school students. Throughout my 3-years career, I've developed a skill set directly relevant to the Science Teacher role you are hiring for, including classroom management, holistic learning, and human behavior and performance. Overall, I have consistently demonstrated interpersonal, multitasking, and creative thinking abilities in every aspect of my secondary science teacher role at CCL CENTREX and Department of Education. I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at 09385076698 or via email at [matheresacatayoc03@gmail.com](mailto:matheresacatayoc03@gmail.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Ma. Theresa Catayoc