

February 26, 2024

Prof. Epifania G. Loreto
Department Head, DCE
Visayas State University
Visca, Baybay City, Leyte 6521

Greetings!

Visayas State University (VSU) in its issue announced the need for Instructor I (Temporary) position in the Department of Civil Engineering.

I am writing to apply for the said position in the Department of Civil Engineering in this respective university. I am confident that I am qualified. I have the skills, knowledge and experience that is suitable for the said position. I graduated at Visayas State University (VSU) in my Bachelor of Science in Civil Engineering course. I passed the Licensure Examination for Civil Engineers during November of 2019.

I have been a Part-time Instructor from the Department of Civil Engineering in the College of Engineering, in Southern Leyte State University, for more than two years (First Semester A.Y. 2021-2022 up to present). I am also currently taking up a master's degree in civil engineering at Cebu Institute of Technology – University, in which I have earned 12 units and currently enrolling for additional units.

It will be an opportunity for me to acquire additional knowledge, skills and information to put into practice, academically, the principles that I have learned in my five years of studying in VSU, and the experience I have gained as Part-timer in SLSU. In exchange, I offer my service and determination to be an asset to the university and to the aspiring civil engineering students.

Thank you for your time and consideration.

Respectfully yours,



Junnie O. Rasco
Part-time Faculty, Department of Civil Engineering
Southern Leyte State University
Employee ID No. 471