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Woodpecker St. Palao, Iligan City

JULY 18, 2024

CHERYL C. BATISTEL

Department Head

Department of Biological Sciences

Visayas State University

Visca, Baybay City, Leyte

DEAR MX. BATISTEL,

I am a graduate of BS Biology (Biodiversity) with good academic performance and experience in research and tutoring. I am writing to express my interest in the **Instructor** position currently available in your department.

I have been facilitating knowledge transfer throughout my academic and professional experiences. I was a volunteer tutor during my secondary years and until then, I provided tutoring services as a form of hobby/job. I worked with several foundations and institutions as both an intern and a student research assistant. It allowed me to develop my skills and knowledge in research, data analytics, biodiversity assessment, instructional, and promotional outputs. I also crafted several well-written scientific reports and papers. In fact, my comprehensive undergraduate study which involves zoology and ecology won the Best Thesis Award for Biodiversity in our institution and I am currently working on it for publication. Moreover, I have always been passionate about biology as manifested by my grades ranging from 1.00 to 1.75, and was recognized for several quiz bowl competitions. I was also a student leader and a journalist which made me accustomed to multitasking, professionalism, working under pressure, and being highly adaptable.

With this, I am optimistic that my experiences, expertise, and skills would make me a valuable asset to the department. I would enthusiastically welcome the opportunity to discuss my qualifications further and learn more about the opportunity to work with you.

I've attached my resume and notarized Personal Data Sheet (PDS) for your perusal. My Transcript of Records (TOR) is still under processing however, I've attached a copy of my Student Evaluation as a supporting document in the meantime. Please feel free to contact me through the details above at any time to schedule an interview or if you need more information. Thank you for considering my application.

Respectfully yours,



JOHN HARDY G. CABIBIL
