

July 24, 2021

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

Dear Dr. Quevedo,

A pleasant day! I would like to apply as a Part-time Instructor for the Department of Pure and Applied Chemistry. As requested, enjoined herewith are the pertinent documents required to comply with the application process.

My name is John Louise R. Cabal, a graduate of BS in Chemistry and a former DOST-SEI RA 7687 Scholar from the Visayas State University. I was able to serve as a part-time instructor for the Department of Pure and Applied Chemistry during the first semester of the Academic Year 2020-2021, and am still looking for avenues to gain relevant experiences from. Because of the pandemic, several academic institutions in the country adopted new modes of teaching which were very different from what was done in the classical face-to-face scenario. It was hard to adjust to at first, but the idea of being able to help in bridging the educational gap was enough reason for me to apply for the job. During my time as a part-time instructor, there have been various concerns aired by students and faculty regarding the stresses brought about by the educational set-up, and I know that this coming semester will be no different, as I expect to meet challenges. I think that, given my experience, I can easily adjust to the work environment as I have become familiar with the processes done by VSU-DOPAC to serve their clientele. Also, I believe your institution will give me the best avenue for growth as I would like to deal partly with instruction in my future career path. Likewise, I will exert my best efforts to meet your expectations in the case that I will be hired in your good office. I believe that with the proper trainings and seminars, which I would love to undergo, I could be an asset to your institution.

I can be reached anytime via email jlcabal38@gmail.com or my mobile number 09611414733.

Thank you for taking the time in reading my letter. More power and God bless.

Sincerely,


JOHN LOUISE R. CABAL

Applicant