

April 1, 2021

Janniel U. Flandez  
Brgy. Kansungka Baybay City, Leyte, Philippines  
Baybay City, Leyte, 6521

**ANALYN M. MAZO**

Department Head of Biological Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Analyn M. Mazo,

I am writing this letter as my intent to apply for a teaching position in your established institution. I saw on your Facebook page that you are looking for a part-time instructor for the school year 2020-2021 second semester. I believe my teaching experience and passion for teaching make me an ideal candidate for the said position.

I have finished my Degree of Bachelor of Science in Biology major in Marine Biology at Visayas State University last June 2019. I got my first teaching experience in your department last semester which challenged me to adjust to the new normal since all of the classes were online. During my time teaching at your department, I have taught two courses with thirteen (13) laboratories and I believe that I have managed my subjects very well with the help of the course coordinators and my knowledge in Moodle. I used Moodle for all of my subjects since most of my students prefer using it and it is more convenient for me to manage a smooth online classroom. If you rehire me as one of your faculty, I am willing to be trained and I am willing to take all the responsibilities you are going to give me. It is my goal to combine my range of experience with my ability to be a compassionate and enthusiastic teacher who will make a positive contribution to your school.

Attached in this letter are my CV and TOR which you can use for reference.

I would welcome an interview and hope to hear from you at your earliest convenience. Thank you!

Sincerely,

Janniel Flandez