

January 12, 2024

Dr. Analyn M. Mazo  
Department of Biological Sciences, Department Head  
College of Arts and Sciences  
Visayas State University

Dear Dr. Mazo,

I hope this letter finds you well. I am writing to express my strong interest in the part-time instructor position at the Department of Biological Sciences at Visayas State University. I am looking into the opportunity to again contribute my knowledge and skills to my beloved alma mater, the institution that honed me.


Having earned my Bachelor of Science in Biology major in Ecology from Visayas State University, my academic journey provided me with a strong foundation and knowledge in Biology, especially in the field of Ecology. Along with more than seven years as a Red Cross Youth volunteer at the Philippine Red Cross- Southern Leyte Chapter, this honed my ability to convey and communicate concepts clearly and engagingly, fostering a stimulating classroom environment that encourages student participation and critical thinking.

Last year I was employed in the Department of Biological Sciences at Visayas State University for the 1st Semester of 2023-2024 as a part-time instructor handling courses such as: ScTS, General Zoology, Fundamentals of Zoology, General Botany, and Marine Ecology. I am particularly excited about joining the Department of Biological Sciences again because of the reputation it holds for nurturing both academic excellence and a collaborative academic community. I want to continue to contribute to this tradition by engaging in interdisciplinary discussions, collaborating with fellow instructors, and actively participating in departmental initiatives.

Moreover, my commitment to student mentorship which extends beyond the classroom. I am passionate about helping students identify their strengths and interests, providing guidance on potential career paths, and supporting their personal and academic growth. I believe that fostering a supportive and inclusive learning environment is pivotal for helping students excel.

Enclosed is my curriculum vitae which provides further details about my academic background and experience. I would welcome the opportunity to discuss how my skills align with your department's goals in more detail. Please feel free to contact me at 09352694347 or asisjudymae07@gmail.com to arrange a convenient time for a conversation.

Thank you for your time and looking forward to hearing from you!

Sincerely,  
  
Judy Mae G. Asis