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December 21, 2023

TEOFANES A. PATINDOL  
Department Head  
Institute of Tropical Ecology & Envi. Mgmt.  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Patindol:

I, Ella Marie G. Nuñez, a previous part-time instructor at the Institute of Tropical Ecology & Environmental Management, am writing to renew my contract as a part-time instructor in your department. I found this position on the website of the online job listings of Visayas State University (VSU), and I am responding in the hopes of being considered for this position.

After three semesters of service, my contract ended on December 20. Now, I'm anticipating my return to your department to teach. I would like you to consider me again for the job opportunity.

I believe that my performance as an instructor last semester demonstrated my dedication and commitment to teaching students the importance of Environmental Science. I also see myself growing professionally as an educator in a workplace that allows me to do so.

I assure you that I will carry out all of my job responsibilities with integrity and honesty. You will be impressed by my dedication and commitment to work. I sincerely hope you will consider me for the open position. I eagerly await your thoughtful response.

Sincerely,

  
ELLA MARIE G. NUÑEZ