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August 23, 2022

Eliza D. Espinosa
Director
Institute of Tropical Ecology & Envi. Mgmt. (ITEEM)
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Espinosa:

I am writing to apply for the position of part-time instructor in your office. I found this position in the Visayas State University online job listings, and I am responding in the hopes of being considered for this position.

I am a fresh graduate from the university with the degree of Bachelor of Secondary Education Major in Science. I believe that as I am well-acquainted with the different branches of Science throughout college, I can confidently teach the Environmental Sciences subjects well. Aside from that, I was recently nominated for the Student Internship Proficiency Award, which is a prestigious award given to the best pre-service teachers in the College of Education. Moreover, as a DOST Scholar, I strive for excellence in pursuing STEM and participating in research and development activities.

Please review my attached resume which provides additional details of my education. I believe my communication and adaptability skills will provide an invaluable asset to your office and I look forward to my own continuing professional development within the institute.

Thank you for considering me as a candidate for this position. I am yet to receive a copy of my university transcripts as I just graduated last August 12, yet, I eagerly anticipate hearing from you in the near future about the prospect of an interview.

Sincerely,

Ella Marie G. Nuñez