

Prof. Jacob Glenn Jansalin  
Department Head  
Department of Pure and Applied Chemistry  
Visayas State University  
Visca, Baybay City, Leyte

July 8, 2020

Sir:

It is my pleasure to express my sincere intention to apply for a teaching position in your department. I am very much interested to explore teaching to impart my knowledge and skills acquired from my experiences, in the same way, to develop my strength in dealing with young people.

I am Arlene Joy S. Bacsan, a licensed chemist, graduated at Visayas State University with a degree of Bachelor of Science in Chemistry and acquired Professional Education Units at University of Bohol completed last March 2019. For the last eight years, I am exposed in private and government industries as Chemist and quality/research-related positions. From it, I acquired learnings as application to the theories I learned in school.

Given the chance to teach in your institution will surely enhance my personal and professional competencies.

I am willing to come for an interview at your most convenient time. Thank you for your kind consideration. God bless you.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Arlene Joy S. Bacsan', with a stylized, cursive script.

Arlene Joy S. Bacsan  
Applicant