

16 July 2025

Mark Ryan R. Tripole, M.S.c., R.Ch
Department Head
Department of Pure and Applied Chemistry
Visayas State University
Visca, Baybay City, Leyte

Dear **Mr. Tripole**:

A heartfelt greeting!

I am writing to express my sincere interest to apply for a position as a part-time instructor in your esteemed department. As a graduate of a degree of Bachelor of Science in Chemistry of Visayas State University, I am eager to contribute my skills, dedication, and passion in teaching for meaningful service and continuous growth.

Throughout my academic journey, I have nurtured a growth mindset, strengthened my leadership and communication skills, and embraced the values of resilience, collaboration, and professionalism. With these qualities, along with my solid academic foundation and hands-on experiences, I firmly believe that these can greatly contribute to my performance on this position.

I am confident that my adaptability, strong work ethic, and commitment to excellence would allow me to contribute effectively and grow within your team. With this in mind, I have attached my resume, training of certificate, PDS, and other required documents for your reviews. If you have further concerns, you may contact me at vannieanngarces@gmail.com or call me at 0963-962-2175.

Thank you for considering my application. I look forward to the opportunity to be part of your team and to contribute in a purposeful and professional capacity.

Sincerely,

VANNIE ANN F. GARCES
Applicant