

July 17, 2025

DR. CHERYL C. BATISTEL

Head, Department of Biological Sciences
Visayas State University – Baybay Campus

Dear Dr. Batistel,

Greetings!

I am writing to express my interest in the Part-Time Instructor position (Job Code: VCGPXL) at the Department of Biological Sciences. I am about to graduate from the Visayas State University – Baybay Campus with a bachelor's degree in Marine Biology. In addition, I will be ending my college journey as the coveted Summa Cum Laude, earning the title as Valedictorian of Class 2025.

During my time at the university, I had the opportunity to participate in leadership roles while at the same time juggling academic commitments. The multiple fieldworks from previous years had also been critical during my internship at the City Environment and Natural Resources – Tagbilaran, which fortunately earned me commendable remarks. Moreover, I had been exposed to symposiums and conferences that center around research and marine sciences wherein I had presented my undergraduate thesis only very recently. Apart from academic engagements, I have also served as the head of the Committee of Education in my previous dormitory where I resided in which I spearheaded tutoring sessions.

I welcome the opportunity to meet with you to discuss how my experience and skills will benefit the program. Thank you so much for your time and consideration, and I look forward to hearing from you soon.

Sincerely,



JOSE ENRIQUE E. REYES

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