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To:

**DR. ROBERTO C. GUARTE**

Dean, College of Engineering

Visayas State University

Visca, Baybay City, Leyte

22 July, 2020

Dear Sir,

Good day!

I am writing to express my interest to work in the Department of Mechanical Engineering as an Instructor. The College of Engineering has been well known for producing highly competent engineers who help build the nation. As one of them, I desire to participate by giving back to my beloved university through teaching.

I received my degree last June of 2019, and am very eager to deploy what I have been honing for five long years. Being a DOST scholar during my entire college years, my emphasis is on careers that help build our nation. Though I fall short of the academic requirement, I believe my studies have equipped me with the knowledge needed for this position. I am proficient with writing technical papers and preparing lessons. I am also well acquainted with teaching and public speaking since I used to volunteer as music teacher and public speaker. In fact, I represented the JPSME in an extemporaneous speaking competition during the COE week, and won the third prize. I also used to participate in the UISB quiz show representing the Zea Mays dormitory, and we won the champion. I believe I will be an effective instructor, and would be highly privileged to be given the chance.

I am willing use the best of my knowledge and abilities in order to help achieve the university's mission, vision, and objectives.

Thank you and Godbless!

Respectfully yours,

Andrew Merafuentes