

September 3, 2022

Dr. Analyn Mazo

Department Head

Department of Biological Sciences

Visayas State University, Baybay City, Leyte

Dr. Mazo:

I am Phil Anthony B. Sumabat, a graduate of the Visayas State University – Main campus. I have the honor to apply as a part-time instructor of the Department of Biological Sciences. Given my qualifications and relevant skills, I believe that I am qualified for a part-time teaching position in the department.

I just graduated with honors last month with a bachelor's degree in Biology, major in Botany. Being a product of this institution, I am positive that I could share the skills and knowledge I gained through countless hours of lectures and laboratory classes. I am also willing to be coached to improve myself.

Furthermore, my skills in creating compelling presentations and educational materials using various computer applications and services would be of great use especially now that the university is transitioning from offering traditional face-to-face classes to a modernized, hybrid mode of learning.

To gain my first teaching experience in the department would also be an honor for me as it would also open doors to countless research opportunities and professional development trainings that would be beneficial in shaping my career.

Attached to the job application form are the documents which includes my personal details, relevant skills and experiences, and educational background. However, because of the hectic schedule brought by the enrollment season, the Office of the University Registrar has not yet issued the Certificate of Grades. In place, I have attached screenshots of my grades from the VSU CumulusOne portal.

I am looking forward for your kind consideration. Thank you, and more power.

Very truly yours,

Phil Anthony B. Sumabat

Applicant