

June 17, 2025

Engr. JOHN CHRISTIAN L. GAVIOLA

Head, Dept. of Civil Engineering

Visayas State University

Visca, Baybay City, Leyte

Dear **Engr. Gaviola**,

Greetings!

I am writing to express my interest in the Part-Time Instructor position at your esteemed department. With a strong foundation in civil engineering and a well-rounded background in construction management, academic instruction, and scientific research, I am confident in my ability to contribute meaningfully to your team.


I hold a Bachelor of Science in Civil Engineering from Visayas State University and am currently serving as a Science Research Assistant at the same institution, where I am involved in geotechnical data analysis, report preparation, and field documentation. I also bring with me two years of experience as an instructor, where I was responsible for delivering lectures, designing laboratory activities, and promoting active learning among civil engineering students. Prior to that, I worked as a Site Engineer at Lady of Assumption Enterprises Inc., where I oversaw on-site construction activities and ensured strict compliance with technical plans and safety standards.

My technical skill set includes proficiency in AutoCAD, PlanSwift, Microsoft Office, basic STAAD, and SketchUp operations. I am also adept in communication and critical thinking, which I believe are vital in both the field and academic settings.

I am excited about the opportunity to apply my diverse experience and contribute to your organization's continued excellence. Please find my résumé attached for your reference.

Thank you for considering my application.

Sincerely,



JOHN RICK G. BALURAN
Applicant