

Nicole Chelsea B. Manguiat  
C. Arellano St., Zone 4  
Baybay City, Leyte, 6521

August 2023

Analyn M. Mazo  
Department Head  
Department of Biological Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Mazo:

I am writing to express my interest in the position of Instructor I in your department. I was excited when I heard about this job opening from the clerk and some faculty members of your department. I would love to continue working with you and I assure you that I am an excellent fit for this position.

I was a part-time instructor in your department from September to October 2022. Then I was reassigned to be a substitute instructor from November 2022 to February 2023, and then another term which was from February 2023 to July 2023. Now that my contract has ended, I am reapplying for the position of Instructor I. In the previous months, I continued learning new things in the field of teaching and when handling student and work-related situations during and after class hours. I am eager to keep on working with you and apply the things I have learned from my previous work experience. I am also willing to be trained and help your department in achieving its goals.

Please find my personal data sheet attached. References are available upon request. I look forward to meeting with you soon.

Sincerely,

  
Nicole Chelsea B. Manguiat