

Jan Belaguas



800 Lancaster Avenue Villanova PA 19085-1672 * Phone 1-(610) 519-4000

March 4, 2009

Mr. Michael Gaynor
Personnel Director
Villanova University

Dear Mr. Gaynor

I am responding to the junior culinary instructor position that you recently advertised in the *Juniper Daily Herald*. As indicated on the enclosed resume, I have the credentials you are seeking and believe I can be a valuable asset to Villanova University.

I recently received my bachelor's degree in Biochemistry from Nevada Cancer Institute. The following table outlines my areas of concentration:

Biogenetics	30 hours
Laboratory safety	15 hours
Biochemistry	15 hours
Teaching and discussing science topics	20 hours

In addition to my coursework, I have the following experience:

- Assist students with grade problems in science courses.
- Participated in the Science fair four years in a row.
- Assisted some teachers with teaching the class and helping other students

I will call you next week to see if we can set up a time to discuss my career opportunities at Villanova University. If you would like to speak to me before then, please call me at 610-984-3214.

Sincerely,

Jan Belaguas