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SHALOM GRACE C. SUGANO

Department Head  
VSU Integrated High School  
Visca, Baybay City, Leyte

Dear Ma'am Sugano,

Greetings of Peace!

This letter addresses to introduce myself and my interest in applying for the position of Faculty (Part-Time) at VSU Interated High School. Upon learning about the teaching job as advertised in the school's social media account, I was eager to contact you with my utmost interest in applying for the job and to see how well my skills and knowledge aligns with what you need and what the job position requires.

I graduated with a bachelor's degree in Biology major in Ecology at the Visayas State University in the school year 2017-2018. Throughout my academic journey, I was armed with knowledge of key biological concepts and principles. Furthermore, I have gained hands-on experience through conducting laboratory works and research projects that honed my knowledge in biology and developed my critical and creative thinking, problem-solving and analytical skills. During my undergraduate studies, I conducted a thesis study on the Abundance and Diversity of Riparian Pteridophytes in Lawigan River, St. Bernard, Southern Leyte. My thesis study helped me to gain an exposure and be involved in different ecological and environmental studies. The conduct of my thesis study refined my research skills and gave me an exposure in conducting experiment, collecting and analyzing data, writing and reviewing reports, documents, and presentation. Most importantly, it helped me to develop skills such as timeliness in meeting deadlines, clear and concise communications skills and to work responsibly. In addition to that, it helped me to develop a systematic approach in solving problems. Through incorporating field trips, laboratory experiments and interactive teaching methods into my lessons, I can provide learners with meaningful and lifelong learning experiences.

Months after the graduation, I was eager to work and earn a living, hence, I applied as an English as Second Language (ESL) teacher at IBreeze International Language Center in Cebu City. Despite how the aforementioned job is not connected to the program that I took up during my undergraduate studies, I was eager to look for a job that would allow me to earn a living and at the same time, take on a challenge that is beyond my field of specialization. Through my experience as an ESL Teacher, I was able to teach students who do not speak English as their first language. As an ESL teacher, I helped them in learning the English language through the practice of conversation, reading and writing and prepare course materials

and lessons that covers all aspects of the English language. My experience as an ESL teacher introduced me to the field of teaching and it made me realize then to pursue a career in teaching. Since I was not contented with what I have learned from my undergraduate studies and from my 6-months experience as an ESL teacher back then, I decided to enroll units in education to learn more about the art of teaching, its underlying principles and how I can make myself a better educator in the near future. Through enrolling units in education and earning a Certificate in Teacher Education, I have gained knowledge and skills in curriculum development, lesson planning and classroom management. In addition to that, I also had the privilege to observe actual classes and learned various teaching techniques which reinforced my passion for teaching.

After finishing units in education, I was able to work as a Science Teacher at Northern Leyte College, Inc., Palompon, Leyte. My experience as a teacher in Science honed my skills in developing a high-quality instruction and gave me an opportunity to be updated with latest educational technologies, trends and teaching methodologies to ensure that the intended learning outcomes in Science are attained. I was able to use a variety of teaching methods in order for learners to gain scientific knowledge and concepts. I had the opportunity to demonstrate what I have learned such as creating lesson plans, grading assignments and facilitating hands-on experiment, multimedia presentation, classroom discussions and fostering interactive classroom atmosphere. Additionally, my experience as a Science teacher allowed me to possess excellent communication, presentation and verbal skills and as well as knowledge in using various technology and develop proficiency in using Microsoft Office Suite.

I recently earned units in Master of Education Major in Science at the Palompon Institute of Technology and passed the Comprehensive Exam conducted last November, 2022. During my graduate studies, I was given the opportunity to further my studies which helped me to improve myself as a better educator equipped with advanced skills, knowledge and competencies in Science education. Additionally, my academic journey in graduate studies helped me to develop a profound understanding of various Science concepts and its respective branches such as Biology, Chemistry, Physics and Environmental Science. I gained an additional knowledge in using educational technology as a tool to enhance the learning experience of my students. Overall, it gave me an opportunity to grow and develop professionally.

However, I do not have a license for professional teachers nor a career service eligibility yet as one of your preferred job requirement. Therefore, I humbly request for a chance to prove my capability in person. On the other hand, I plan to take the exam for Licensed Professional Teacher next year, March 2024.

I aim to foster a hands-on learning environment in Science that encourages learners to actively engage in their studies. I am committed to facilitating a learner-centered classroom and producing learners that are equipped with scientific knowledge, skills and values. Moreover, I assure you that I am capable of producing learners that are armed with learning competencies, scientific knowledge and relevant 21<sup>st</sup> century skills. As an educator in Science, I aim to provide opportunities for career growth, and to keep up with innovative teaching technologies and encourage creativity and higher-order thinking in a way that

increases student's academic performance. Most importantly, I intend to cater to the educational needs of the learners in order to nurture development among them. Through earning units in education, observing and learning classes in field studies, working as an ESL teacher and a Science Teacher, I have learned how to assess learners in terms of their learning and academic performance through a variety of evaluation tools and techniques. Hence, I am well-equipped with knowledge and skills that can make me a suitable candidate for the position that you are seeking for. Furthermore, I am a careful person who works hard and pays attention to detail. I am flexible and quick to pick up new skills and eager to learn from others. I am determined to share my expertise with students and helping them achieve their learning goals. Lastly, I can easily adapt to the people and the environment that I will be working with. I can also assure you that I am equipped with the qualifications such as demonstrating integrity, professionalism and service excellence.

It would be a pleasure to discuss with the team's specific need for the position and clarify any questions that you may have regarding my application. I hope therefore, on consideration of my personal data sheet and application letter, you will be persuaded of my ability to perform well and make real contribution as a member of the faculty VSU Integrated High School. I look forward to hearing from you in the near future. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my documents on file for any future possibilities. You may reach me through my personal contact number or email address referred above.

Thank you very much for taking the time to read my letter.

Sincerely,

SHARA LEA E. JUMETILCO