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21 June, 2024

DEPARTMENT OF PHILOSOPHY AND SOCIAL SCIENCES

Baybay City, Leyte
Visca, Baybay City, Leyte, 6521-A Philippines
Job Reference: Part Time Instructor

Dear Madame/Sir.

I am writing to express my interest in applying as a Part-Time instructor in your esteemed office.

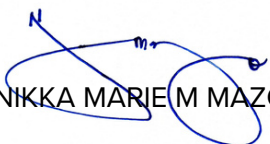
I acknowledge how critical the job will be, and have given the application enough thought thus leading me to this decision. I am **Nikka Marie M. Mazo**, I graduated last August 3, 2023 at Visayas State University carrying with me the honor of finishing **Bachelor of Secondary Education Major in Social Studies**. And just recently, with God throughout the journey, I successfully **passed** the March 2024 Licensure Examination for Professional Teachers.

With outmost acceptance of the possible qualities that I may not have, I will guarantee you a good and satisfying performance. I will be an active learner in order to add value to the office and meet expectations with great standard and quality.

Furthermore, I did not only finish my Education in my Alma Mater, I also finished my Advance ROTC Course in that span of time and was assigned in the administrative aspect of the office for 4 years. There I was exposed to information gathering, recording, sorting, keeping and managing. Had learned skills and values useful and important for a job well done.

This letter is an expression of my interest in exploring the experience this opportunity will give me. With the exposure I had with people during my college days, I am sure that I will be able to bring significant contribution for the development and implementation of the office's mission and vision. Should you need additional information, please call me. I look forward to hearing from you

Sincerely,


NIKKA MARIE M MAZO