

KIM BRIAN M. LINA

September 17, 2022

Subject: Application as Part- Time Instructor

Kim Brian Lina
Santa Margarita Hilongos, Leyte
09464930608
linakimbrian@gmail.com

Department of Liberal Arts and Behavioral Sciences
Visca, Baybay City, Leyte

Dear Ma'am/Sir,

I am a standards driven and hardworking person who is seeking a job where I can apply and practice my sets of knowledge and skills

I have read the job description, and the skills, qualities and experiences I possess that are a match for the job, include:

- ✓ Knowledgeable of the use of microsoft application (MS Word, PowerPoint, Excel)
- ✓ Flexible, Adaptive and Self Motivated
- ✓ Designed lesson plans and instruction materials and conducted online and face to face classes

I am applying to work in the institution because I admire the standards of services you offer and I believe that it would be a great opportunity to me to further enhance my knowledge and skills.

I would appreciate the opportunity to discuss my qualification in detail in person at your earliest convenience.

Sincerely,

KIM BRIAN M. LINA