

Date: June 28, 2024

**Department of Arts, Languages and Literature**

Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am/Sir:

I am writing to express my sincere interest in applying as a part-time instructor at Department of Arts, Languages and Literature, as advertised on your official Facebook page.

I have completed my Bachelor's degree in Education from Visayas State University-Main Campus under the Bachelor of Secondary Education major in English program – graduated Cum Laude; I recently passed the Licensure Examination for Teachers. I had the invaluable opportunity to serve as a student teacher to both junior and senior high school students during my internship. This experience allowed me to gain a deep understanding of effective teaching methods and refine my skills in designing engaging lesson plans catered to the diverse learning styles of the students. It has also equipped me with effective classroom management strategies and enabled me to effectively collaborate with colleagues.

I believe that your department offers great opportunities for me to learn and develop skills that can be of great help to me as a neophyte in the field and for my long-term career goals.

I am pleased to enclose my resumé and other credentials to provide further details about my qualifications and experience for your review. I would appreciate the opportunity for an interview and teaching demonstration. I can be reached via email at [bualkiernely92@gmail.com](mailto:bualkiernely92@gmail.com) or via SMS at 09927089128/09129932563. I look forward to hearing from you soon.

Thank you for your time and consideration. Godspeed!

Sincerely,



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