

December 23, 2023

DR. EUSEBIO R. LINA JR.

Head, Department of Mathematics

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Lina,

Good day! I, the undersigned would like to express my interest to apply as an instructor in the Department of Mathematics. I believe that I have the instructional abilities, capabilities and eagerness necessary for the position, combined with my interpersonal skills and professional ethics that would greatly benefit you.

I, graduated last June 15, 2018 from Visayas State University with the degree of Secondary Education major in Mathematics and have passed the Licensure Examination for Teachers that took up in September 2018. Though I only have a few months of experience, I believe that I am equipped and ready to take on the responsibilities of a teacher. I have fostered my skills during my practice teaching and was complimented for the creativity of my mind. I have further enhanced my skills through my substitution in a multi-grade school and in a junior high school. I was able to adapt quickly regardless of the situations that were outside my field. I have also widened my horizon by teaching in your department the Department of Mathematics and have proven my capabilities. I am confident that I am able and that this will not be anything new to me. I also have been accepting tutorials as to constantly hone my skills. My goal is to be a teacher that can break the stigma that mathematics is a hard and scary subject.

I chose to submit my application to your department because I know that you will provide good opportunities to your instructors to hone their skills. I also know that your department has many competent instructors in which I would like to learn from. I am eager to undergo any training and seminar for professional growth. I hope to be part of your institution that produces high competent students in various fields. I appreciate for your time and attention that you showed by reading my letter.

Sincerely,

JOSELITO P. AVELLANA

APPLICANT