

ALEXANDRA B. RODRIGUEZ

Brgy. Gaas Baybay City, Leyte

6521

alexandra.rodriguez2612@gmail.com

09632658942

June 16, 2025

Dr. Christy M. Desades

Head of Department of Secondary Education

Thru:

Mr. Reymar C. Oria

Principal, VSULHS

Visayas State University – Laboratory High School

Baybay City, Leyte

Dear Dr. Desades,

Good day!

I am writing to apply for a part time teaching position at Visayas State University – Laboratory High School. I am passionate about teaching and would be honored to be part of your respected institution.

I finished my studies at Visayas State University, where I earned my degree in Bachelor of Secondary Education major in Social Studies. I also gained experience from Caridad National High School. During my practice teaching and training, I learned how to manage a classroom, create lesson plans, and guide students in their learning. I am also patient, hardworking, and open to learning new things.

Teaching at VSULHS would be a great opportunity for me to grow and share my knowledge with students. I am willing to take on responsibilities and work with your team to provide quality education.

Attached are my resume and other needed documents. I am very much willing to attend an interview at your most convenient time.

Thank you for your time and kind consideration. I look forward to the chance to be part of your teaching staff.

Sincerely,

ALEXANDRA RODRIGUEZ