

July 12, 2025

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. I believe that I am equipped and ready to take on the responsibilities of a teacher. I have fostered my skills by teaching as a substitute teacher in schools under DEPED. I have further honed my teaching skills by working as a part-time instructor under your department, the Department of Mathematics. I have experienced teaching subjects in your department and think that I could still be fit for the job.

I chose to reapply at your department because I have enjoyed learning and teaching there. I also know that your department has many competent instructors in which I would like to learn more 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