

December 6, 2019

Mr. Winston M. Tabada

Department Head

Department of Computer Science and Technology

Visayas State University

Dear Mr. Tabada:

Greetings Sir!

I wish to apply as a part-time instructor after knowing that you are hiring for the said position. I am confident that I can effectively serve the Visayas State University in the best way I can. I have acquainted myself with a range of skills that would allow me to blend with your teaching requirement.

Anent, hereto, please consider me as an applicant for the position.

For other information you wish to see, please see an enclosed copy of my resume. I appreciate your time reviewing my application, and it will be a pleasure to me to attend an interview with you at your most convenient time.

Very truly yours,

CHARITY MAE L. LAVIÑA