

JOHN MARK G. CEDA

Zone 3, Brgy. Ulhay

Javier. Leyte

Philippines, 6511

September 1, 2025

CHERRY N. ROLA

Department Head

Department of Arts, Languages,
and Literature-old

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am Rola:

I am writing to extend my interest on the job position as Part-time Instructor in Department of Arts, Languages, and Literature (DALL) that you have listed on VSU Jobs networking site. I thoroughly read the competencies both core and functional, and with a solid foundation I built studying, and a strong commitment to continuous learning and improvement, I am eager to apply my background and experiences in your department.

I am a graduate of Bachelor of Secondary Education – Major in English from Visayas State University- Main Campus. Throughout my college journey, I have taken courses under DALL which further strengthens my undergraduate program. Effective communication skills, leadership, and rapport among students are my strengths. I understand that this job requires time commitment and passion for teaching English in which skills I am continually developing still and with this job, I will leverage not just this skill but also, other strengths that this department can offer.

Thank you for considering my letter. Should you need additional inquiries, feel free to contact me at (63+)950-192-3185 or email me through this address olsenceda1234@gmail.com.

I am looking forward to hearing your response.

Respectfully,



John Mark Ceda