

December 21, 2023

Dr. Maria Vanessa E. Gabunada
Department Head
Department of Arts, Languages and Literature
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gabunada:

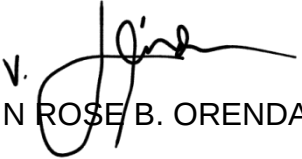
I have learned that the department is looking for instructors. With excitement, herewith I send my application letter together with other required documents as a response to your advertisement about the position. I am interested in applying as an instructor in the department.

I believe I have the qualifications fit for the position. I finished the degree of Bachelor of Arts in English Language Studies here in the university, and have experienced being a private home tutor in the past years. I am currently a part time instructor in the department and is about to end my contract this December 20th. Aside from that, I have relevant units, and currently pursuing my master's degree in the same university which is Master of Science in Language Teaching minor in Agricultural Education. I believe that my knowledge and experience are enough to fulfill the responsibilities of an instructor.

I would be happy to hear from you really soon and get a chance for an interview so that I can explain, share, and show to you my capabilities and potential. I would be more than happy to continue my teaching journey here in the department with DLABS family for the department has been my home during my college years and the first to nurture my potentials in teaching.

Thank you, and Godspeed.

Sincerely yours,


VIRGIN ROSE B. ORENDAIN