

Charlene T. Ong
Sitio Upper Staging, Lim-ao,
Kananga, Leyte, 6531

August 16, 2023

Shalom Grace C. Sugano, Ph. D
Department Head, VSU-IHS
Visca, Baybay City, Leyte

Dear Dr. Sugano,

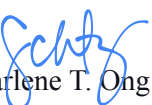
I am writing to express my interest in the part-time instructor position currently open and available at Visayas State University- Integrated High School (VSU-IHS). I have long desired a teaching position to create more experience; provide instruction and supervision; and apply my knowledge, expertise, strong communication skills, and professional ethics to the students. If given a chance, it would be an honor to develop this passion in your institution. Let me share some of the qualities you can consider in evaluating my application.

First, I passed the Licensure Examination for Professional Teachers last March, 2023. I completed my Bachelor of Secondary Education with a Major in Mathematics at Visayas State University-Main Campus. I graduated Cum laude and was one of 11 recipients of the College of Education's Student Teaching Proficiency Award. My four-year education program sharpened my potential as a teacher. Hands-on learning of Mathematics subfields provided me with the necessary skills for a teaching position. Some of my valued skills include creating and organizing relevant instructional materials, providing creative learning activities, and providing constructive feedback effective for the students. As a product of VSU, these distinctions would imply that, in some way, I have embodied the institution's core values- Relevance, Integrity, Truth, and Excellence.

Second, I have relevant experience meeting various types of people and knowing how to interact with them. Being an active youth leader in our denomination who oversees and motivates the youth to engage in all church activities and teach children songs, stories, and memory verses expose me to the general public. I also started working side jobs at a young age, including working as a cashier in my cousin's store until becoming a freelance tutor for elementary and secondary students. I discovered through these experiences that I enjoy offering people good service and empathizing with them. Although I am a beginning teacher, I believe that being of service and having empathy for others is a great combination that will help me become an asset in your department.

Lastly, I believe that my creativity is one of my perceived strengths. One of my goals as a teacher is to create an engaging learning environment and use creative activities to provide students with a meaningful experience. I firmly believe that when they have that kind of experience, that is when they truly learn. If given the opportunity to harness this skill, I am more than willing to show it to the best of my ability. Attached here are essential documents for your further reference. Additional references are also available upon request. I can be reached anytime via email at charleneong007@gmail.com or my mobile phone at 09362414953. I will look forward to meeting with you soon.

Sincerely,


Charlene T. Ong