

DANIEL ARAGON
Palanas, Damula-an
Albuera, Leyte, 6542
danzelaragon111@gmail.com
09475185419

January 03, 2024

DR. MARK C. RATILLA

Department Head
Department of Business and Management
Visayas State University
Visca, Baybay City, Leyte, 6541-A

Dear Dr. Ratilla,

I am writing this letter to apply for the position of Instructor (Part-time) at the Department of Business and Management as posted on the jobs.vsu.edu.ph website. Although I hold a Bachelor's degree in Agribusiness, my interest in teaching and commitment to student success make me a qualified candidate for the position.

During my four months of being a part-time instructor at the Visayas State University, I have gained valuable experiences in teaching, lesson planning, and classroom management. My role as an instructor helped me to improve in creating instruction materials, structuring assessments, and providing feedback regarding student's assignments and examinations. Those experiences also helped me to develop strong organizational and time-management skills, making sure that all my responsibilities as an instructor were met effectively and efficiently.

Additionally, I actively participated in faculty meetings and workshops to enhance my academic skills. I also worked collaboratively with my colleagues to exchange ideas, share practices, and develop innovative teaching strategies. This collective approach helped me grow as an instructor and continuously improve the learning experience for my students.

I would be honored to be a part once again of such a reputable institution and contribute to the growth and development of students at the Visayas State University. I believe that my background in the field of Agribusiness combined with my experience and interest in teaching, make me a suitable candidate for this position. I have attached my Resume which provides further details on my educational background, experiences, and relevant skills.

Thank you for considering my application. I look forward to the possibility of joining your team once again and contributing to the best of my ability.

Sincerely,

Daniel Aragon