

30 June 2020

DR. SHALOM GRACE C. SUGANO

Department Head
Visayas State University Integrated High School
College of Education
Visca, Baybay City, Leyte

Dear Dr. Sugano:

Greetings! I was notified about a job offer from the official website of the Visayas State University that you are in need of a substitute instructor. I am greatly entranced about this vacancy that is why I am reaching out to you with this letter to express my interest in helping the school provide quality education for our learners.

With my work experience, I was a job order employee at LGU-Inopacan. I was a staff at the Office of the Municipal Administrator and was later handed another position as assistant secretariat of the Bids and Awards Committee. I was also designated as Tac NCO/Supervisor of Delta Company in the VSU-ROTC Unit for A.Y. 2019-2020. I spearheaded improvements within my section and scope of work such as updating delivery service for clients in my office and improving the training and welfare of my cadets in the company I handled.

I am a graduate of both a bachelor's degree and an advance ROTC program when I was in college. I finished cum laude in Bachelor of Secondary Education Major in Filipino last 2019. I was also able to pass the Licensure Examination for Teachers at the same year on the month of December. My military science course, through the ROTC program, led to my enlistment in the army reserve force. The professors and instructors, to whom I am privileged to have studied under their tutelage, partnered with my work experiences, helped me developed as a person. I have a specific set of skills that would suffice the requirements of the job description such as good communication and leadership skills, adaptability and improvisation in any situation, values upkeep and gender deference, and a great compassion for the service of others.

I am greatly gratified for the period that you have expended in reading this communication. I understand that you may have likely received a lot of bids for this position availability and with your time for my letter, I am already delighted. I really look forward to working with VSU Integrated High School. For further queries about my personal background and to notify me about the progress of my application, please don't hesitate to contact me.

Best wishes,

NICKO M. APOSTOL

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