

13 January 2022

Dr. Jett C. Quebec

Head, Department of Liberal Arts and Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte 6521

Dear Dr. Quebec:

I am writing to your good office to re-apply for a part-time language and literature instructor position. I believe that my background education in linguistics and literature is helpful in producing graduates that excel in the five macro skills of language (reading, writing, listening, speaking, and viewing).

As a graduate of the Bachelor of Arts in English Language program in this university, I have been prepared to efficiently teach and cater the learning needs of the different types of students with different learning mechanisms. Being able to cater the needs of the students is essential in the teaching profession, and I believe I am very capable of performing such responsibilities. My one and a half years of experience as a part-time instructor in this university has helped me grow both as an educator and individual. I have learned from my career experience that being firm as an authoritative figure in the classroom is necessary in commanding respect, but it is also necessary to connect with the students at a personal level. I acquired people skills, and the ability to listen to the circumstance of the students especially during the pandemic. These skills made me more prepared and equipped in dealing with students.

Moreover, since the mission of the university is to create empowering and educative students who are not only competent, but also faithful to the values of the university, I believe that my dedication to teach and help students achieve the best version of themselves, my fluency in the English language, and my good character, are helpful in fulfilling the institution's mission. In light of this, I would like to further present my skills and determination in connection to the opportunity to work with you.

Thank you for taking time in reading this letter. I am hoping for a positive response. I would like to further present my skills and determination in connection to the opportunity to work with you.

Respectfully,


DANIEL JOSEPH T. TAN
Applicant