

June 26, 2024

**ROTACIO S. GRAVOSO**

Vice President for Academic Affairs

Visayas State University

Dear Mr. Gravoso,

I am writing to express my interest in the part-time instructor position at the Department of Arts, Language, and Literature at Visayas State University. I graduated last 2022 from Mountain View College in Bukidnon with a Bachelor of Arts in English Language, achieving magna cum laude honors. Currently, I am working as an Administrative Assistant V (Private Secretary I) in the Local Government Unit of Ormoc.

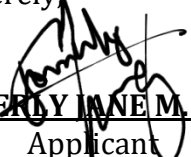
My academic background and professional experience have equipped me with a solid foundation in the English language and administrative skills. During my time at Mountain View College, I developed a strong passion for teaching and a keen interest in literature, linguistics, and effective communication. My dedication to my studies was recognized through my academic achievements and honors, which I am confident will translate into a successful teaching career.

In my current role as an Administrative Assistant, I have honed my organizational, communication, and multitasking skills, which I believe are essential for an instructor. My experience in a fast-paced government environment has taught me the importance of adaptability, attention to detail, and teamwork. I am eager to bring these skills to the academic setting at Visayas State University.

I am particularly drawn to the opportunity at Visayas State University because of its commitment to academic excellence and its vibrant intellectual community. I am excited about the possibility of contributing to the department's goals and helping students achieve their academic and personal growth.

Thank you for considering my application.

Sincerely,

  
**IOMERLY JANE M. NUÑEZ**  
Applicant