

January 26, 2023

DR. EDGARDO E. TULIN

University President

Visayas State University

Visca, Baybay City, Leyte

SUBJECT: Application for the position of Part-time Instructor

To whom it may concern:

Greetings!

It is with great pleasure that I submit this letter along with my other documents in consideration for a position as a Part-time Instructor in your humble institution, Visayas State Univeristy. I, SHAUNE MAY ALA MAZO, graduated last December 2020 as a Cum Laude from Leyte Normal University with a degree of Bachelor of Secondary Education major in Filipino; and a newly Licensed Professional Teacher last December 16, 2022 with a rating of 91.80. As a person who is flexible, dedicated and passionate with whatever things that I am tasked to do, I believe that I have the ability to become one of your competent instructors.

Being an ESL teacher at 51Talk for seven (7) months, I handled a wide variety of foreign students virtually; these include students with different ages, levels and personalities. From this experience, I have learned how to become a flexible educator; to become more sensitive and considerate to my students' various needs; to use different kinds of teaching strategies; to build positive teacher-student relationship; and to offer positive encouragement and reinforcement to keep my students focused and motivated in class. I believe that my dedication and passion make me the perfect candidate for the said position. I wish to bring my knowledge and experience; and to expand my skills as I work under your humble institution as a Part-time Instructor.

I am enclosing my Resume and PDS for your immediate reference. Please contact me at your convenience to set up a meeting so that we may discuss in greater detail how my qualifications would best meet the needs of the said position. You may contact me at 09634755894 or email me at maymaymazoala@gmail.com. Thank you very much and I'll wait for your favorable response.

Yours Sincerely,



SHAUNE MAY A. MAZO

Applicant