

July 9, 2021

**Dr. ANALITA A. SALABAO**

Department Head

Department of Business and Management

Visayas State University

Dear Madam:

Please consider this letter as my intent to apply for a teaching position in your established institution. I have learned that you are looking for Accounting Teachers for the opening of school year 2021-2022. Given my qualifications, I believe that I am qualified to teach in your school.

I graduated last March 2011 from Adamson University with bachelor's degree in Accountancy. To continue to develop myself academically, I started pursuing my graduate degree in August 2017 enrolling in the Graduate School of Visayas State University. My degree of concentration is Master of Management major in Business Management

I have had a teaching experience in this institution for the school year 2020-2021. I have already equipped myself with skills and learnings which I have gained through my 3 years experience being an Accounting Staff in the Bureau of Fisheries and Aquatic Resources and 6 years experience as a Finance Senior Supervisor for Bounty Agro Ventures Inc- Ormoc Business Center.

I chose to submit my application in your institution as it has been known that you provide a very good opportunity to your teachers to hone their skills and to improve themselves by participating in various professional development workshops and trainings in and out of the school. I believe choosing what is best can bring out the best in people like me who want to improve continuously.

I am hoping that you will give me an opportunity to have my first teaching experience in your reputed school.

Thank you for considering my application. I am waiting for your positive response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Maria Aries Ortega'.

Maria Aries Ortega – Poliquit  
Applicant