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Dr. Maria Vanessa E. Gabunada  
Department Head  
Department of Liberal Arts & Behavioral Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Gabunada,

I am writing to express my interest in the job hiring of your department. I learned about the hiring of part-time instructors in the Department of Liberal Arts and Behavioral Sciences through a good friend, Mr. Gerry Rodriguez. Indicated in the job posting was to have an education relevant to English or Social Sciences. Being a graduate of Bachelor of Secondary Education specializing in Social Studies, I am eager to apply for the said position and help in the attainment of the department's vision and mission.

In my experience being part of your good department, I have gained valuable knowledge and skills in the field of teaching. Within one semester, I was able to enhance my abilities in managing students, mixing teaching styles that suit students' diversity and needs, and understanding the responsibilities of a professional. To be part of the Department of Liberal Arts and Behavioral Sciences, for the second time, would be an honor and a great opportunity to help in the realization of its mission and vision. I firmly believe that I can still work as effectively and efficiently as before, especially with the added skills I gained from my colleagues and students. Because of it, I now have the confidence and the necessary professional abilities to perform more than what I have as a part-time instructor.

Thank you for the time and effort in reading my application letter. Should you require further information, I have attached my contact information. More power!

Sincerely,  
Nicole Ivy D. Manacpo