

January 26, 2023

Dr. Jett C. Quebec
Department Head, DLABS
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Jett,

I am writing in reference to the hiring position of Part-time Instructor in the Department of Liberal Arts and Behavioral Sciences, and would be very glad if you would consider me as a candidate for the job. Please find enclosed my resume and Transcripts of Records.

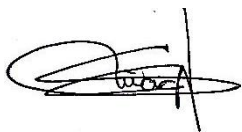
I took up the course Bachelor of Arts in English Language and graduated as Cum Laude in the Visayas State University last school year 2019. I'm also planning to pursue my Master's degree this coming semester.

In the last 2 years, I worked as a Customer Service Representative. That industry taught me how crucial to have huge patience towards customers, developed my emotional intelligence and enhanced my communication skills. I also have extensive knowledge and experience in teaching ESL. I've been working with diverse learners of all levels for 10 months. My background includes General English, Business English, English for Kids, and IELTS, intending to help students achieve their goals.

Throughout my career, I've been recognized for my work ethic and effectiveness. I am greatly passionate about my profession. As a professional, I'm always seeking to increase my skills and experiences. I always believe in my capabilities in teaching and I know that in DLABS I can grow more and be the best version of myself.

I look forward to discussing the possibility of becoming one of the Part-time instructors in your department and would consider my application a success for all. If you find my credentials suitable for the position, you can contact me in this phone number: (0956-536-7337). Thank you so much for your time.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dyan Agordo', with a stylized flourish extending from the bottom right.

Dyan Agordo