

June 24, 2024

ROSARIO P. ABELA

Department Head
Department of Teacher Education
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am,

Greetings!

I am writing to express my great willingness to work at your institution as an Instructor, I read a job listing post in VSU HRIS where in you are looking for the said vacant job position. Given my qualifications, I believe that I am qualified to teach in your department. I graduated with a degree of Bachelor in Secondary Education major in Social Science and passed the Board Licensure Examination for Professional Teachers last December 2022.

I believe, I have the necessary qualifications that fit for the available position. My skills and knowledge will prove my ability to fill that role. I am willing to learn new things, I am willing to work hard and undergo supervision by my mentors.

Attached are my credentials in line with the position. I can work well with others and set to it to give the best quality service I can.

Thank you for your time and consideration. I sincerely hope that you will allow me the opportunity to prove my skills and knowledge. I look forward to hearing from you at your earliest convenience.

Sincerely,



MARIUZ P. AYOP
Applicant