

SHALOM GRACE C. SUGANO

Department Head
VSU Integrated High School
Visayas State University
Visca Baybay City, Leyte

Dear Ma'am,

I am writing to you to express my desire to serve as an English instructor in your institution. I have just achieved my bachelor's degree in Secondary Education major in English and passed my Licensure Examination for Teachers last December 2022.

In the last year of my college, I was assigned to have my practice teaching in DNHS (Dauis National High School). My three months of internship in the said school brought me much learning especially in giving instruction and supervision. The seasoned teachers in DNHS taught me how to professionally deal with various situations that have got something to do with school matters such as dealing with the parents and guardians of the students.

In the short period of my stay in DNHS, I was able to develop my communication skills and I believe that it helped me be more prepared to a greater challenge which is to finally embrace the job of being a full-time educator. Given my ample training in college, I am confident that I am ready to work and do the responsibilities of a teacher and I know that your reputed institution can give me an opportunity to continue to develop myself professionally.

Given my lack of experience in teaching as I am a fresh graduate, I am willing to be trained and I am willing to undergo series of workshops and lectures if you may ask me to do so when you hire me. I am ready to be shaped by the teacher training programs you provide for your employees.

Attached in this letter is my resume which you can use for reference.

I am really hoping that you will give me a chance to have my first teaching experience in your institution.

Thank you for considering my application. I am hoping for your favorable response.

Sincerely,

IRENE T.AMPO
Applicant