

**SHALOM GRACE C. SUGANO, PhD**  
Principal, VSU-IHS

Dear Ma'am:

Greetings!

I heard from one of your teachers that you are in need of Part-time Instructor in TLE- Home Science. I would like to express my interest to apply for the position in your school, the Visayas State University Integrated High School, this AY: 2019-2020. I believe my teaching experience and passion for education make me an ideal candidate for the position.

I've enclosed my resume for further review. Thank you for your time and consideration- I look forward to the opportunity to speak with you and learn more about the role.

Sincerely,

Bernadine April Lora-Atanacio