

Windy Paula P. Into  
Ormoc City, Leyte  
0961 435 9051  
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Dr. Jett C. Quebec  
Head, Department of Liberal Arts and Behavioral Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Regarding the job posting for the position of college instructor at the Department of Liberal Arts and Behavioral Sciences, Visayas State University, I wish to be considered as one of the viable applicants. I am well qualified for the position, and I would offer all that you would require for the post as mentioned in your advertisement.

I am confident that my ability to give instruction and supervision, combined with my exceptional communication skills and professional ethic, would greatly help your department.

As an educator, I am ready to take all the learning I've got to a much more challenging working and teaching environment. My goal is to provide an interesting learning environment that encourages and motivates students to be their best while honing my skills further as a teacher.

Thank you for taking the time to consider my application. I look forward to the opportunity of meeting with you.

Respectfully yours,  
Windy Paula P. Into