

August 19, 2023

Dear sir/ma'am,

Good day!

I am Jeana Marie Ganade, 23 years old from Bohol, Philippines. I am a licensed Professional Teacher. I am grateful for the opportunity to apply for part-time faculty position in VSU Integrated High School.

Teaching is a true passion of mine, and I graduated with a four-year degree in Secondary Education major in English from Bohol Island State University. During my undergraduate studies, I was able to observe and assist teachers in managing classes. I also conducted classes for a group of students during my internship. I gained experience in making lesson plans and instructional materials.

I am a compassionate and enthusiastic person. I work well with others, but I can also take initiative and get things done on my own. I catch on quickly and I am very willing to be trained to continuously expand my skills. I can communicate in English well both in written and oral. I am also dynamic person. I can handle things well and seek solutions to problems swiftly. I also fluent in Microsoft Office applications. I believe that with my passion, determination, and qualifications, I will be able to perform the job and become an efficient teacher in your institution.

Thank you for taking time to read my application letter and looking forward to hearing from you soon.

Sincerely,
Jeana Marie Ganade