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Dr. Shalom Grace C. Sugano
Principal
VSU Integrated High School

To whom it may concern:

Greetings!

I hope this email finds you well, ma'am. This is to formally show my sincere interest in applying for the vacant position as Part-time Teacher. I have been a reliable and performance-driven English Trainer with almost four years of training/teaching work experience. This is a suitable opportunity to employ the skills and knowledge I acquired from the academe, tutorial center and BPO industry working as English Communication Trainer and Product Specific Trainer. I am a dedicated employee, possessing a strong work ethic with fastidious attention to detail that would suffice the schools' classroom learning and curricula implementation.

I completed my bachelor degree at the Visayas State University; major in English Language Teaching. I maintained a 1.32 GPA throughout my post-secondary education and graduated Magna Cum Laude Batch 2019-2020. Thereafter, I have worked as Personal Tutor at Literacy Pal where I conducted classes for general subjects, created learning designs and infographics. Moreover, I got my full-time employment at Concentrix being English Communication Trainer and a Product Specific Trainer. I have been engaged in various volunteer and teaching assistance positions in our community. Being a teacher solidifies my passion in educating both children and adult learners, which enhanced my abilities in managing a large classroom setting for both virtual and face to face classes. Being a trainer, who is teaching English communication including basic accounting in handling small businesses from US clients; give me more insights in different teaching approaches and training technique; cognizance in both employers and employee's rights and privileges and awareness in different cultures both local (Leyte, Manila, Cebu, Davao) and international (United States, Vietnam). Hence, I've conducted lectures and demonstrations while managing various classes and teams, which enhanced my skills in communication, leadership and time management.

Furthermore, I have completed my Diploma of Professional Education at Cebu Technological University. I took and passed the LET last October 02, 2022 and have completed 30 units for my Master's degree at Visayas State University. Teaching and training students from Philippines, United States and Vietnam give me a unique advantage in applying various teaching techniques; appreciating different cultures and understanding varying learning curves amongst local and international students. It was both a pressure and pleasure maintaining the interest of all types of kids and adult learners with activities tailored to simplify complicated concepts that all students can grasp.

If the position is offered to me, I know I'll be a positive addition to the distinguished staff you have already. I am willing to teach and to learn more for the development of young minds; for learners to reach their full potential. It would be a pleasure to come in for an interview when it is convenient for you. Feel free to contact me if you should need anything that isn't included in my records. I'll be looking forward for your favorable response; your time is highly appreciated.

Sincerely,



Rose Marie S. Berdos