

January 11, 2022

Dr. Jett C. Quebec
Department Head
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Quebec:

Greetings!

I am **MARRY GRACE C. DARLO**, 22 years old, residing at Malinao, Mahaplag, Leyte. I am a graduate of Bachelor of Secondary Education Major in Mathematics at Southern Leyte State University - Tomas Oppus campus.

I am interested to be part of your department wherein I could render service with my qualification. With full conviction of imparting effectively and efficiently my knowledge and skills. Hope you will give me the right chance to prove my worth.

Currently, I am a private tutor to a grade 12, 9 and 7 students and grade 6 and 2 pupils. I am a task oriented person who can work with minimal supervision even under constant pressure, tolerant on inconvenience. With background knowledge on education, computer and proficient in oral and written communication. I firmly believe that I can perform any tasks as to the best of my abilities. Personality-wise I can be relied upon in the execution of assigned tasks and willing enough to learn whatever there is that I do not know yet.

Please see my personal data sheets and other documents for additional information.

If this application is worth of your consideration, it would be my pleasure to come to your office for an interview on the date of your preference.

You can contact me at this number **09102902042** and I am in anticipation of your positive response.

Thank you and God bless!

Respectfully Yours,


MARRY GRACE C. DARLO
Applicant