

Windy Paula P. Into
Ormoc City, Leyte
0961 435 9051
January 13, 2022

Dr. Jett C. Quebec
Head, Department of Liberal Arts and Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Jett C. Quebec.:

With regard to the job posting for the position of college instructor (*mention the source of the job vacancy*), 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 abilities 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 learnings 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 the 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