

July 1, 2020

Guinaldo C. Fernandez, Jr. PhD

Head, Department of Liberal Arts and Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear **Doctor Fernandez**,

Good day!

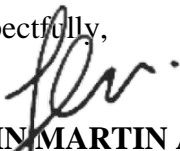
I am writing this letter as an expression of my intention to re-apply as an Instructor of Philosophy and/or Social Sciences in your department. With my degree, the graduate study that I am pursuing, and the two years' teaching experience, I am fit for the job and able to meet the expectations of an instructor on the said fields of study.

The liberal education the I pursued and currently pursuing equip me to have the necessary knowledge to teach philosophy and social sciences courses and impart the same enthusiasm to my-to-be-co-learners and colleagues. As a student-leader in my undergraduate years, I have the skills to communicate well with persons at every level and handle any events that would require planning and management. In my years in my alma mater, I have worked with different people, including our school dean and department chair in organizing events, holding lectures and conferences. Thus, I am willing to impart the knowledge and the skills that I have acquired in my years as a student, student-leader, university instructor, and an individual to your institution.

I am looking forward to a favorable response and to hearing from you or your office regarding my application. My contact information is provided in case of updates, questions and/or additional documentations. Attached to this letter also are my resume, photocopy of my transcript of record and other essential documents.

Thank you.

Respectfully,



JOHN MARTIN A. DIAO

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