

Department of Philosophy and Social Sciences

Visca Baybay City, Leyte Philippines

July 27, 2023

Dear **Ma'am/Sir**:

Greetings!

I am **Michelle P. Wenceslao**, graduated from Visayas State University- Main Campus, Visca, Baybay City, Leyte last August 2022 with the degree of **Bachelor of Secondary Education Major in General Science**, and graduated as Cum Laude. Took the Licensure Examination for Teachers (LET) last March 19, 2023 and successfully passed the exam. I am looking for a job that would be a medium to enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. I am interested in any position offered by your institution.

I am fully aware that I don't have enough working experience yet but I am willing to work with all the skills that I have. I will utilize my technical skills and provide a professional service to customers by applying and honing my knowledge and working in a challenging and motivating working environment.

During my time as a student and at the same time student teacher of Visayas State University Integrated High School (VSUIHS), I exerted much effort to gain the grades that I wanted and God guided me to reach that goal. However, above all the learning that I acquired, the most important value that I also gained is the appropriate attitude especially being dedicated and flexible.

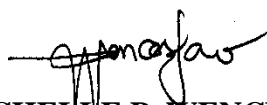
If given a chance to have any work/position that you are offering, I would assure you that I will serve your institution in any means I can do.

Hereby, I have enclosed my resume and other relevant documents to provide detailed information on my qualifications and skills for your review. I would appreciate the opportunity to further discuss my application with you at your most convenient time. For more information, you can reach me anytime via SMS **09922236629**, via Facebook Messenger (**Michelle Prado Wenceslao**) or via email at **mwenceslao1999@gmail.com**.

Hoping for a positive response about this application.

Thank you and God bless!

Sincerely yours,



MICHELLE P. WENCESLAO
Applicant