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5th January 2022

JETT C. QUEBEC

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

Dear Sir/Ma'am,

I am writing to express my interest in the position as Instructor as my skills are fit in your good office.

I am interested in the mentioned job and hence applying for this. I can offer to your office employee honesty and reliability and commitment to learn the necessary skills to succeed within this field of work. I have very well in communication skills and computer literate. I am a hardworking person and would enjoy working as part of the team.

In my 2 years being a private teacher I encountered many people who have a different attitude towards other people. I think this is one of my advantages to your good office to become an efficient employee.

Other particular of my background are detailed in the resume for further detailed in my Personal Data Sheet. I can be contacted on 09363966645 to arrange a suitable time for assessment.

Thank you for considering my application and I look forward to meeting you soon.

Yours faithfully,


MICHELLE E. PESANDO