

6541, San Juan

Ormoc City, Leyte

August 18, 2023

DR. SHALOM GRACE C. SUGANO

Department Head

VSU Integrated High School

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am;

Good day!

Please consider this letter as my intent to apply for a teaching position at your institution. I was told by my previous instructor that you are looking for a part-time instructor who will teach Social Science subjects. Given my qualifications, I believe that I am qualified to teach at your school.

I completed a Bachelor of Secondary Education major in Social Studies at Visayas State University (VSU Main Campus) just recently on August 3, 2023, with Latin Honors (Cum Laude).

In the last year of my college, I was assigned to have my practice teaching at VSUIHS (Visayas State University Integrated High School). This experience brought me plenty of learning and showed me how to best handle a classroom with diverse students and how to use activities to encourage learning and retention. The seasoned teachers at VSUIHS taught and helped shape my own personal teaching style and the values that I apply when leading a discussion or lecture.

Though I haven't had any teaching experience yet, I believe that I am ready to take on the responsibilities of a teacher, as I have already equipped myself with the skills and knowledge I have gained through the series of lectures I attended in my bachelor's degree and the different seminars and trainings I have attended in the past. I believe that my knowledge and skills, combined with my work ethics and strong devotion to educating students, would be a great service to your institution as a whole.

I am hoping that you will give me an opportunity to have my first teaching experience in your reputed institution.

Thank you for considering my application. I am waiting for your positive response.

Sincerely,


BABY JANE L. ALIASOT