

Ma'am Shalom Grace C. Sugano

Department Head

VSU Integrated High School

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Please consider this letter in applying for a part-time position established at Visayas State University Integrated High School. I was told by my cousin who is currently enrolled in your institution that you are looking for a part-time English teacher. I believe that I have the qualifications and commitment to uphold a student-centered classroom.

I graduated Cum Laude last August 12, 2022, at the Visayas State University with a bachelor's degree in Secondary Education Major in English and passed the Licensure Examination for Teachers last March 19, 2023.

I do not have any teaching experience and did not pursue a master's degree, but I am positive and willing to take on the responsibilities of an English teacher.

I firmly believe that applying at your institution will hone my knowledge and skills, as you uphold quality education and produce exemplary teachers that will establish an interesting and progressive outcome in the teaching-learning process for both the educators and learners.

I genuinely hope that you will provide an opportunity for me to have my first teaching experience in your prestigious Integrated High School. I am hoping for your positive response.

Sincerely,

A handwritten signature in black ink on a light blue grid background. The signature is cursive and appears to read 'Portia Lyn B. Kintanar'.

Portia Lyn B. Kintanar

Applicant