

October 14, 2020

**Dr. Shalom Grace Sugano**  
VSUIHS Principal  
VSU Integrated High school  
Visca, Baybay City, Leyte

Ma'am,

I would like to extend my intention and enthusiasm to apply for Teacher I position in the Junior High School of VSU Integrated High School.

As reflected in my resume, I have earned a degree of Bachelor of Secondary Education with a major in Mathematics in Visayas State University. I graduated last June 14, 2019 and took the Licensure Examination for Teachers last September 29, 2019 and passed. I have also acquired a certificate for Enhancement of Computer Basic Operation Skills Training. With the degree that I earned and the training that I have undergone, it broadened my scope of knowledge on how to integrate the skills that I obtained into improving my ways of teaching. And now, I am seeking a perfect teaching environment where I can give my best in demonstrating my skills as a teacher.

I would be happy to do an interview with you and be able to demonstrate my knowledge and skills that would serve a valuable contribution to your institution.

Thank you and have a good day!

Sincerely yours,

**ROY L. SURALTA**  
Applicant