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Dr. Jett C. Quebec
Head, Department of Liberal Arts and Behavioral Sciences
dlabs@vsu.ph
Visayas State University
Visca, Baybay City, Leyte, 6521

Dear Sir,

Good day! I have learned the announcement through the VSU Jobs that the Department of Liberal Arts & Behavioral Sciences is in call for part-time instructors. I am writing to you to express my willingness to work in your department.

I am a graduate with the degree of Bachelor of Secondary Education with a major in Social Studies here in this prominent institution, Visayas State University. I am confident enough that over the course of my four years of education, together with the help of our teaching internship experience, I have developed the knowledge, skills, and values that are necessary to meet the qualifications and to fulfill this position.

Since I just recently graduated last year, I do not have any professional work experience yet. However, I can assure you that I can work productively with your guidance and support from the entire teaching staff of this department. I am eager and willing to continuously learn and grow, and I will certainly do my best if given the chance.

Thank you for your time and consideration in reading my application letter.

Sincerely,

Jim Rhodel P. Amigo
Applicant