

March 28, 2021

OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT
G/F Administration Building
Visca Baybay City, Leyte 6521-A, Philippines

Sir or Ma'am:

To whoever is reading this letter I wish you a wonderful day.

I wish to express my interest in the position of part-time instructor for the Department of Liberal Arts & Behavioral Sciences which I found out about through a Facebook post by one of your instructors. I am a graduate of Bachelor of Science in Philosophy at the San Carlos Seminary College and currently finishing my MA degree in English Major in Literary Studies. With my educational background, this I am pretty confident that I can be some of use to this department.

I may be just a tad late in terms of career choice, but here I am taking my first step in this brave new world. Though I have no teaching experience, attached are my resume and other requirements that prove I am more than willing to work, learn, and share my knowledge.

I hope for your favorable response on my application.

Sincerely yours,

ENRIQUE CARMELO C. GARROVILLO III

Applicant