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July 22, 2025

CHERRY N. ROLA  
Department Head  
Department of Arts, Languages and Literature  
Visca Baybay City, Leyte

Dear Ma'am Rola,

I wish to apply for the vacant position as an English language teacher in your department, as posted on your online website. From the qualification needed, I am confident that I will fit the job with my experience, abilities, and knowledge about the subject.

For the past nine semesters, your department has allowed me to showcase my ability as one of your employees. In that period, I can say that I have been effective and dedicated to the responsibility given to me. I have adequately established a good rapport between my students and attended to the responsibility given to me with your supervision efficiently. Furthermore, I wish to prove to you even more now that I have graduated with my master's degree, my growth and development as an educator.

Although I know, you will receive several applicants. For additional information about my skills, you can refer to the documents I have enclosed.

Once again, I want to be a part of your reputable and exciting department. Thus, I welcome the chance of an interview where we would discuss the value and strengths I can bring to your successful institution.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

Euginn A. Buletin