

December 17, 2024

**ROSARIO P. ABELA**

Department Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

I hope this letter finds you well. I am writing to express my intention to apply for the position of part-time instructor in the Department of Teacher Education at Visayas State University, as the department is currently hiring for the upcoming term. Having served as a part-time instructor in this department, I have greatly valued the opportunity to contribute to the academic growth of students while further developing my teaching skills and knowledge.

Throughout my time as a part-time instructor in the department, I have designed and facilitated engaging lessons that align with course objectives while promoting critical thinking and active participation among students. I take pride in creating a student-centered learning environment that fosters academic excellence. Additionally, my familiarity with the department's culture, policies, and goals allows me to seamlessly integrate into the team and effectively support its vision.

With that, I am confident that my dedication to student success, adaptability, and commitment to professional growth will allow me to continue making a positive impact within the department.

I would be honored to have the opportunity to continue serving as a part-time instructor and contributing to the academic community of your department. Please find my updated resume attached for your review. I would be grateful for the chance to discuss my application further at your convenience.

Thank you for considering my application. I look forward to the possibility of continuing my journey in the department.

Yours sincerely,

  
**SHARA BELLE T. COQUILLA**

Applicant