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June 24, 2023

Dr. Rev Rhizza L. Aure
Department Head
Department of Physics
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Aure:

Greetings!

As a new educator in the field of teaching, it is indeed valuable for my professional and personal development to advance my skills and method of instruction in an academe that values excellence, truth, relevance and integrity. In line with this, it is my great honor and interest to apply as an Instructor (Part-Time) in your institution.

I have just achieved my Bachelor's Degree in Secondary Education Major in Science at Visayas State University – Visca, Baybay City, Leyte last August 2022 as Cum Laude. I also passed the recently Licensure Examination for Teachers (LET) Secondary Level last March 19, 2023 with a weighted average of 87.20%.

Given my qualifications, I believe that I am qualified to work in your office. Though I haven't had any actual teaching experience yet aside from my teaching internship, I believe that I am ready to take the responsibilities in my work as I have already equipped myself with skills and learning which I have gained through various experiences.

I am hoping that you will give me an opportunity to gain teaching experience in your reputable institution.

Thank you for considering my application. I am looking forward to your positive response.

Sincerely,



Behll Florence O. Sanaco
Applicant