

28 June 2024

DR. PROSE IVY G. YEPES

University President

Visayas State University, Visca Baybay City

jobs.vsu.edu.ph

THRU: MARIA VANESSA E. GABUNADA

Department Head, Department of Arts Language and Literature

Visayas State University, Visca Baybay City, Leyte

Dear **President Yepes**,

As a long-term admirer and with a burning passion to share my knowledge and experiences, I am writing to express my keen interest in submitting my application for Part-time English Instructor at your esteemed university.

With a Bachelor's Degree in English Language from EVSU-Main Campus Tacloban and currently pursuing as a second year Master's in Management student at Leyte Normal University, I am eager to share my passion in English teaching with your institution. Upon completion of my current program, I plan to pursue an additional Master's Degree in Language Teaching (MaEd-LT).

In my current role as a Labor Communications Officer at OWWA Regional Welfare Office VIII in Tacloban City, I have honed my communication skills by handling tasks such as posting press releases, social media management, entertaining local tri-media interviews, as well as building relationships with regionwide LGU's, including overseas agencies that share the same concerns with OWWA.

My experience has allowed me to develop strong interpersonal and teamwork abilities, and I am enthusiastic about the opportunity to bring these skills to your university. I am confident that my academic background, professional experience, and strong work ethic make me a great fit for the role. I have enclosed my documents for your review and would welcome the opportunity to discuss how I can contribute to the VSU workforce.

Thank you for your time and consideration.

Sincerely,



MARY JOY B. CARDINES

Applicant

Reach me at 09685496083 / maryjoycardines94@gmail.com