

**Emelie D. Casing**  
Purok 4 Brgy. Tongonan,  
Ormoc City, Leyte  
09654069983  
[emeliecasing7@gmail.com](mailto:emeliecasing7@gmail.com)

09 February 2023

**HR Manager**  
Visayas State University  
Brgy. Pangasugan, Baybay City,  
6521 Leyte

Dear Sir/Ma'am:

Please consider this letter as my intent to apply as a part-time instructor at your established institution. I graduated last July 2021 from Eastern Visayas State University, Ormoc City Campus, with a bachelor's degree in Secondary Education major in Music, Arts, Physical Education, and Health, and I passed the Licensure Examination for Teachers in December 2022 with a rating of 88.20%. I am also an athlete in the sport of Arnis and have won a lot of awards and gained some officiating experience due to my sport.

I haven't had any teaching experience yet, except that I once became a tutor and an Arnis trainer. I believe that I am ready to take on the responsibilities of a teacher, as I have already equipped myself with the skills and knowledge I have gained through the series of lectures I attended in graduate school. I also developed my communication skills and empathy through the past jobs I experienced, which focused more on communicating with different kinds of people. I also think I possess the attributes necessary to make a good teacher. In addition to being incredibly patient, I love to teach.

I am hoping that you will give me the opportunity to have my first teaching experience at your reputed institution. Thank you for considering my application. I am waiting for your positive response.

Sincerely,

**EMELIE D. CASING**

