Dear Ma'am/Sir,
I was informed by Ms. Julissah Evangelio that your department is looking for a part-time teacher this school year.
I am a new graduate of Eastern Visayas State University (BS Education Major in Physical Education) and am preparing to take the license exam.
I am believe that I can perform the duties of an educator because of my experience as a practice teacher intern.
I would like to be considered for this position.
Sincerely,
Kyle C. Agarcio