

**ELENITA MAE D. FERNANDEZ**

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**MARIA VANESSA E. GABUNADA**

Department Head

Department of Arts Language and Literature

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Gabunada,

Greetings of peace!

I, the undersigned, seek to secure a **Part-time Teaching** position at Visayas State University, Department of Arts Language and Literature. Given my related experiences and capabilities, I would appreciate your consideration for this job.

I obtained my bachelor's degree in arts majoring in English Language last June 2019 at the Visayas State University (Main Campus) where I also pursued my graduate studies, and just last August 2023 I finished my Master of Science in Language Teaching.

I have worked in the Literacy Pal Tutorial Center since 2020 and still do online tutorial sessions with seasonal tutees until now. In Lit Pal I functioned as a reading coordinator, the job included preparing reading guides and lessons with the center's various reading and academic programs. I was also tasked to assess learners who would like to enroll in the center – as assessment is crucial since it will help us know the level of the tutees that will determine the kind of instructions they need. Last school year, I was a part-time instructor at the Visayas State University Integrated High School catering to Junior High School (Grades 8 and 7) and Senior High School (Grade 11) students. These experiences brought me much learning in terms of instruction and supervision, giving me the chance to learn and develop my pedagogy and communication skills. It also helped me with how to deal with different circumstances professionally.

With these learnings and experiences, I wish to apply all that I have learned so far and improve them along with the hope to learn more in your institution. I am very excited about the opportunity to join your group as an English teacher as it strives for excellence and quality.

May you wish to contact me, here is my contact number +63951044983, and my Gmail is [elenitamae.fernandez88@gmail.com](mailto:elenitamae.fernandez88@gmail.com).

Thank you and God Bless!

Respectfully,



**ELENITA MAE D. FERNANDEZ**

Applicant