

June 29, 2022

BERT C. PEÑALOSA

Department Head

Department of Business and Management

Visayas State University

Dear Sir:

Please consider this letter as my intent to apply for a teaching position in your established institution. I have learned that you are looking for Accounting Teachers for the opening of school year 2022-2023. Given my qualifications, I believe that I am qualified to teach in your school.

I graduated last March 2011 from Adamson University with bachelor's degree in Accountancy. To continue to develop myself academically, I started pursuing my graduate degree in August 2017 enrolling in the Graduate School of Visayas State University. My degree of concentration is Master of Management major in Business Management.

I have had a teaching experience in this institution for the school years 2020-2021 and 2021-2022. I have already equipped myself with skills and learnings which I have gained through my 3 years experience being an Accounting Staff in the Bureau of Fisheries and Aquatic Resources and 6 years experience as a Finance Senior Supervisor for Bounty Agro Ventures Inc- Ormoc Business Center. Also, I am a Certified Bookkeeper, a Registered Cost Accountant and a Certified Accounting Technician and an active member of the National Institute of the Accounting Technicians of the Philippines.

I chose to submit my application in your institution as it has been known that you provide a very good opportunity to your teachers to hone their skills and to improve themselves by participating in various professional development workshops and trainings in and out of the school. I believe choosing what is best can bring out the best in people like me who want to improve continuously.

I am hoping that you will give me an opportunity to have my first teaching experience in your reputed school.

Thank you for considering my application. I am waiting for your positive response.

Sincerely,


Maria Aries Ortega – Poliquit
Applicant