

Department of Liberal Arts and Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte

To: MARIA VANESSA E. GABUNADA

Dear Ma'am;

I'm making an application for a teaching position at this esteemed institution. I am a graduate of Bachelor in Secondary Education with a major in Social Studies from Visayas State University.

I had the chance to assume all the duties of a college instructor during my teaching experiences as a Part-Time instructor. Now that the period of my contract is going to end, I am writing you this letter to humbly express my gratitude for the opportunity and the positive experience I had working with this Department. I should also add that I value the positive working relationships among the staff members of this department. This is why I've made the decision to stay on my job and I would be very grateful if the department would extend my contract for an additional semester so that I can continue to work there for a much longer time because I believe it will be advantageous for both me and the organization.

I am always eager to showcase my knowledge and teaching abilities. I am always reachable on my mobile phone at 0906-755-6794 (TM) and 0963-752-6794. (TNT).

I appreciate your consideration and time. I'm excited for the chance to talk with you about this job opportunity.

Sincerely,

Rowella R. Añano
BSED Social Studies
Visayas State University