

July 13, 2022
Dr. Jett C. Quebec
Department Head
Department of Liberal Arts and Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Quebec,

I, the undersigned, would like to tell you I intend to re-apply for a Social Science teacher in the Department of Liberal Arts and Behavioral Sciences. I finished my bachelor's degree in Secondary Education majoring in Social Studies last May 2019 at Leyte Normal University. I am a Licensed Professional Teacher.

My experiences during my 1st and 2nd semester at Visayas State University sharpened my potential as an educator and would gladly continue to refine my potential and skills in a challenging working and teaching environment. I am a trustworthy and approachable individual with good communication to cooperatively work with different kinds of people as well as to meet the needs of your agency and promote its philosophy and goals. My experience has led me to achieve my full potential in shaping the minds of the learners entrusted under my care. I also believe that teachers should engage themselves in lifelong learning, I am continuing my graduate studies at Leyte Normal University this year. I am now pursuing a Master's in Education with a specialization in Educational Management.

In terms of work-related matters, I am hardworking, honest, committed, can multitask, and have self-discipline. how I handle the responsibility given to me are just some of my characteristics that you can rely on. I believe that my motivation and commitment will allow me to fit into your work environment and immediately start supporting the needs of your institution and my future students.

Thank you for taking the time to review my application and I am looking forward to hearing from you. I will make myself available to meet with you at your earliest convenience.

Sincerely,
GENOVIVA B. GONZALES