

July 03, 2025

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TO WHOM IT MAY CONCERN

Visayas State University

Visca, Baybay City, Leyte

Dear Sir/Madam,

Greetings!


Please consider this letter as my intent to apply for a teaching position in your established institution. I earned my Bachelor of Secondary Education, major in Filipino from Visayas State University last August 07, 2024. I also passed the Licensure Examination for Teachers last March 2025 with a weighted average of 90.20%.

While I don't have extensive teaching experience yet, my recent graduation and internship experience have well prepared me for this role. During my academic journey, I had the opportunity to intern at Baybay National High School, where I gained hands-on experience in lesson planning, classroom management and student engagement.

I chose to submit my application to your institution as I believe in creating a learner-centered environment that fosters academic excellence, compassion and social responsibility. I'm excited about the opportunity to be part of an institution that prioritizes innovative research and impactful community engagement, as I believe this will enable me to make a meaningful contribution to society.

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.

Respectfully yours,



Angela Mae L. Erepol
Applicant