

June 11, 2023

Maria Vanessa E. Gabunda  
Department Head  
Department of Liberal Arts & Behavioral Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ms./Ma'am,

I am writing to express my utmost interest in applying for a Part-time Instructor position at your respective university. I am Realyn Moraña, a Bachelor of Secondary Education graduate with a specialization in Social Studies from Visayas State University-Main Campus. I am also a Licensed Professional Teacher.

As a rookie in this profession, I want to begin my career in your institution since I am certain that the opportunity to be employed in your school would allow me to apply all my knowledge and skills. Furthermore, I believe that your working environment would give me the essential experience/training for my professional and personal growth.

I have no work experience, but I know I am capable to serve your respective institution. I possess the necessary qualifications, knowledge, and skills to teach effectively. I easily adapt as I am flexible, an eager learner, capable of working with others, and committed to whatever this job entails contributing to your university's prosperity and excellence effectively.

I've attached my resume for your consideration. I am confident that I would be a valuable addition to the teaching force of your school and would greatly appreciate having an opportunity to discuss how I can positively contribute to your institution. You can reach me anytime via gmail @ moronarea11@gmail.com or through my mobile number 09058922125.

Thank you for your time and consideration.

Respectfully,



Realyn Moraña