

27 June 2020

**DR. SHALOM GRACE C. SUGANO**

Department Head  
Visayas State University Integrated High School  
College of Education  
Visca, Baybay City, Leyte

Dear Dr. Sugano:

I'm reaching out to you with this letter about a job availability, posted at the official website of the Visayas State University, that your school is in need of a part-time instructor. I have a great interest in this and it would be a great opportunity for me to be able to provide sufficient educational instruction for our learners.

In my previous role, I successfully worked at LGU-Inopacan as admin staff under the Office of the Municipal Administrator; later on, I was added as assistant secretariat staff of the Bids and Awards Committee. I was also assigned as a reservist volunteer and became Tac NCO and supervisor of Delta Company at the VSU-ROTC Unit for A.Y. 2019-2020. Throughout my job, I helped my office and unit improve, particularly with matters concerning inter-office communication, training, and service provision, both in the LGU and ROTC respectively.

For my educational background, I graduated cum laude of a bachelor's degree in secondary education, with Filipino as my major. I also finished military science courses leading to my enlistment in the army reserve force. I eventually took and passed the Licensure Examination for Teachers last 2019. I have studied under various professionals and educators for my degree, and took on different ranks and designations in the ROTC. I can adapt, blend, innovate, and improvise on any given situation. I have good communication, and leadership skills, an awareness on gender sensitivity and values conservation, and a great passion for helping other people. My degree, seasoned through previous work experiences, gives me the set of skills congruent to the job description that would suffice the educational needs of learners in light of this pandemic.

I greatly appreciate the time that you have allocated in reading this letter despite the possibility that you may have likely received a lot of applications for this open position. I really look forward to hearing from you about the progress of my application. For further inquiries about me, please don't hesitate to contact.

Best wishes,

**NICKO M. APOSTOL**

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