



July 13, 2021

DR. JETT QUEBEC

Department Head
Department of Liberal Arts and Behavioral Sciences
ViSCA, Baybay City, Leyte

Dear Dr. Jett:

Good day!

I am writing this letter to you regarding the posting of an **English Regular-Temporary Instructor** posted at jobs.vsu.edu.ph. I have a great interest in the said position and I am hopeful that you would consider me as a candidate for the role.

In my 5 years of teaching at VSUIHS, I proved to be effective and enthusiastic in most of the tasks given. I actively fulfil my roles by preparing my lessons beforehand and facilitate learners with great passion and sincerity. Also, I have been a class adviser, class coordinator, club adviser, secretary, and a good co-worker.

The VSUIHS has offered me a perfect place to nurture my skills and capabilities, and even my social and emotional traits with good people and environment.

I am hoping I can still perform my job by supporting you in achieving the goals of the university. Should there be an interview, please contact me on my phone number 0907-328-7473 or to my email annie.rodriguez@vsu.edu.ph. Attached files are my credentials to support my application.

Thank you and God bless!

Respectfully yours,

ANNIE FAMELA B. RODRIGUEZ, M.Ed

Applicant