

JOSE EMMANUEL B. CALAG

Purok 6, Brgy. Concepcion
Ormoc City, Leyte, 6541
June 23, 2020

DR. GUIRALDO FERNANDEZ

Department Head
Department of Liberal Arts and Behavioral Sciences
Visayas State University
Baybay City

Sir:

Peace be with you!

I am writing to express my intention to apply for a Teaching position in your highly reputable institution devoted to providing excellence and quality education to all its students.

As a philosophy degree-holder, I have been well-equipped regarding the necessary knowledge and skills concerning the said position, which includes proficiency in various subjects such as Logic, Philosophy of Man, General and Special Ethics, and the like.

I may lack experience prior to my application; however, I can assure you that I can efficiently execute this job. Moreover, I am also capable of being trained further to enhance my skills. And I possess a sense of docility and an awareness for a constant space for improvement.

Attached herewith is my résumé. For the time being, however, I humbly ask for your consideration to allow me to submit my credentials (TOR, diploma, eligibility certificate) subsequently due to the reason that I am not yet able to get them from the previous school from where I graduated because of the ongoing quarantine caused by the threat of the current pandemic.

Nevertheless, I am looking forward to meeting you personally or online for an interview scheduled at your convenience.

Sincerely,

JOSE EMMANUEL B. CALAG

Applicant