

July 23, 2021

Analita A. Salabao
Department Head
Department of Business and Management
Visayas State University
ViSCA, Baybay City, Leyte

Dear Ma'am,

Good day!

I wish to apply for the vacant position of a part-time instructor in your respected department. Being an alumna of this outstanding university was such a privilege and so to be working with you would be equally an honor and a challenge. So, in spite of having zero professional teaching experience I am still taking this chance in order to acquire valuable experience in this institution which will not only help me grow professionally but also help me love to grow my passion in teaching.

Additionally, my experience in CENRO Ormoc has somehow equipped me with real work condition which also taught me to work with diverse kinds of people and to extend one's work.

I believe being a graduate of this excellent university has also molded me enough to try something challenging such as teaching. I also consider myself a skilled person and is very open for corrections and new learnings.

I hope that you will take time to review my resume which is enclosed and my application would be entertained. I shall be waiting for positive feedback from your side.

Thanking you.

Sincerely,
Vanessa V. Cerna