

SHALOM GRACE C. SUGANO

Department Head
VSU Integrated High School
Visca, Baybay City, Leyte

Subject: Job Application, Part-time Faculty Position

Dear Ma'am Sugano,

My purpose in writing is to get the opportunity to serve in your institution as a teacher. I have become equipped to prepare lessons with over three years of experience teaching young learners and elementary students in a tutorial center. I am practiced in commanding students' attention and managing small and large classrooms. I believe these skills and other abilities make me a fit candidate for this role.

Having had a lifelong interest in education, I am excited to work alongside your staff and administrators to help more students flourish in their academic years.

I would enjoy discussing this position further and am happy to provide any additional information if needed. Thank you for your time and consideration. God bless!

Sincerely,


Elenita Mae D. Fernandez