

June 06, 2023

Dr. Maria Vanessa E. Gabunada
Department Head
Department of Liberal Arts and Behavioral Sciences
Visca Baybay City, Leyte 6521

Dear Ma'am:

Greetings! I am writing to you to express my desire and intention to continue to serve as a Part-time Instructor in this department--- Department of Liberal Arts and Behavioral Sciences.

My brief yet meaningful experience at this department allowed me to hone my communication and pedagogical abilities, which I believe has better prepared me for the bigger challenge of accepting the position of a full-time teacher in the future. Given my significant and productive experience here, I am certain that I will continue to work and carry out the duties of an effective teacher. Furthermore, I am aware that your reputable department may provide me with the privilege to continue my professional development and personal growth.

Given that I am just starting my career in education, I admit that my expertise is not yet as excellent as our teachers who have been teaching for a long time. I am willing to be the best teacher as I can be with the help of your supervision and mentorship. I am ready for the teacher preparation courses you will offer to mold me. I am truly inspired by the department's mission and the work you are doing in giving quality education to the students. I am eager to contribute to the continued success of the department.

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Attached to this letter is my resume which you can use for reference.

It is my greatest hope to continue teaching in your department.

Thank you for considering my application. I am hoping for your favorable response.

Sincerely,

Amor May T. Tripoli
Applicant