

+639945448864
nikkamariemazofficial@gmail.com
Brgy. Gacat, Baybay City, Leyte
Philippines, 6521

24 June, 2024

ROSARIO P. ABELA

Department Head, Department of Teacher Education
Visayas State University
Visca, Baybay City, Leyte, 6521-A Philippines

Dear Madame.

I am writing to express my interest in applying as a Part-Time instructor in your esteemed office.


I acknowledge how critical the job will be, and have given the application enough thought thus leading me to this decision. I am **Nikka Marie M. Mazo**, I graduated last August 3, 2023 at Visayas State University carrying with me the honor of finishing **Bachelor of Secondary Education Major in Social Studies**. And just recently, with God throughout the journey, I successfully **passed** the March 2024 Licensure Examination for Professional Teachers.

Furthermore, I did not only finish my Education in my Alma Mater, I also finished my Advance ROTC Course in that span of time and was assigned in the administrative aspect of the office for 4 years. There I was exposed to information gathering, recording, sorting, keeping and managing. Had learned skills and values useful and important for a job well done.

With outmost acceptance of the possible qualities that I may not have, I will guarantee you a good and satisfying performance. I will be an active learner in order to add value to the office and meet expectations with great standard and quality.

This letter is an expression of my interest in exploring the experience this opportunity will give me. With the exposure I had with people during my college days, I am sure that I will be able to bring significant contribution for the development and implementation of the office's mission and vision. Should you need additional information, please call me. I look forward to hearing from you

Sincerely,


NIKKA MARIE M MAZO