

September 2, 2022

JOEL Q. MABALHIN, EdD

Head, Department of Teacher Education
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Good day!

In line with the announcement posted in VSU Official Website, I am interested in applying for a Part-time instructor in your institution.

With my teaching experience, I learned to become an effective teacher by providing a fun learning environment among my students, applying appropriate strategies and assessment methodologies, and inculcating values integration. I believe that in your institution, I can put myself in the helm where I can impart my knowledge and skills with a heart.

I have been a consistent honor student and graduated as Cum Laude while taking up Bachelor of Secondary Education Major in Mathematics. Recently, I graduated Master of Arts in Teaching Major in Mathematics. I am very enthusiastic about the prospect of joining your staff. With my experience and passion in teaching, I am confident that I can contribute the development of the students in learning Mathematics. I am eager to undergo whatever trainings I need to be part of your team.

I am hoping for a positive response and willingly serve your institution. It would be a sincere pleasure to hear back from you soon to discuss this exciting opportunity. You may reach me using this email address arleejenc.avellana@gmail.com or contact number +639654882261. Thank you for your time and consideration. God bless.

Respectfully yours,



ARLEE JEN C. AVELLANA
Applicant