

10 January 2022

JETT C. QUEBEC

Department Head
Department of Liberal Arts & Behavioral Sciences
Visayas State University
VISCA, Baybay City, Leyte

Dear Sir,

This letter is in response to your ***FACULTY POSITION*** hiring with reference to your posting on the VSU website.

I graduated *cum laude* from the University of San Carlos with the degree in BS Psychology and is as a Juris Doctor student, currently in my 3rd year, at the University of San Jose-Recoletos.

I had my experience in teaching in this very university as a Part-time Instructor. Over the past two semesters of my stay here in the university, I have learned the right skills and learnings in academic teaching.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. With dedication and hard work for 2 years as an HR professional and ten months as a Part-time Instructor, I feel that a relationship with your school would mutually beneficial, as my educational background, experience, skills, and qualifications would make me fit for your faculty position and would also allow me to refine my skills.

Together with this email, attached is my requirements to provide you more information about myself, my educational background, skills and qualifications.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

I am available for an interview at your convenience to review my application and talk about career opportunities in your University. You may contact me and/or leave a message at ninamaecamandona@gmail.com and 0939-634-4694.

Thank you very much.

Sincerely yours,


Nina Mae Camandona