

August 24, 2023

**Dr. Shalom Grace C. Sugano**

Department Head  
VSU Integrated High School  
Visayas State University  
Visca, Baybay City, Leyte, Philippines, 6521

**Dear Dr. Sugano,**

A day full of peace to you!

Please consider this letter as my formal application for a teaching position at your esteemed institution. I graduated from Visayas State University last August 3, 2023, with a bachelor's degree of Bachelor of Secondary Education Specializing in Social Studies. I also received the Student Teaching Proficiency Award out of 30 nominees. Given my credentials, I am confident that I am qualified to teach at your institution.

My only teaching experience was my Field Study 1 and 2, and student teaching internship. Even though I don't have teaching experience yet, I am confident that I can carry out the responsibility of a teacher as I was equipped with skills and learnings I had learned through a series of discussions, demo teaching, and actual teaching in my university and my cooperating school.

Together with my unique experience, passion, dedication, consistency, and perseverance, my goal is to carry out my job as a teacher that will give me the ample chance to prove myself as well as a platform to exhibit my skills and I believe VSU Integrated High School is the best institution that can bring out the best in people like me who want to improve continuously.

Please consider this letter and enclosed curriculum vitae which will serve to provide you with greater details of my background as my official candidacy to help maintain your department sets' important and tough standards in education.

I am hoping that you will allow me to have my first teaching experience at your department. If you wish to contact me, you can call or text me on my mobile number +639662533880 or email me at fayeprosia@gmail.com.

Thank you for considering my application. I am waiting for your positive response.

Sincerely yours,

**Fatima Faye Labiste**

Applicant