

June 27, 2024

ROSARIO P. ABELA

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

Dear Ma'am Abela:

Greetings!

I am writing to express my strong interest in applying for the position as INSTRUCTOR at your good office, as advertised on your Facebook page. With my 4 years of studying at Leyte Normal University and now a Licensed Professional Teacher. I am excited about the opportunity to contribute my skills and knowledge to your team.

Throughout my experiences in school and my past job, I have developed a deep understanding of the flexibility, focus and versatility. My strong problem-solving abilities, coupled with my effective communication skills, have allowed me to collaborate with cross-functional teams and drive the successful completion of projects.

Enclosed is my Personal Data Sheet, which provides more details about my professional background, education, and accomplishments. I welcome the opportunity to further discuss how my skills and experiences align with your needs. Please feel free to contact me via email at Lgatela01@gmail.com or by phone at +639569879552 to schedule an interview or discuss any questions you might have.

Thank you for considering my application. I look forward to the opportunity to learn more about your institution and demonstrate how I can contribute to your team.

Sincerely yours,

LESTER REY R. GATELA
Applicant