

Sitio Birhen (Purok 1A),  
La Hacienda, Alicia, Bohol  
July 5, 2024

**THE DEPARTMENT HEAD**  
Department of Teacher Education  
Visayas State University  
Visca, Baybay, Leyte

Dear Ma'am:

I am greatly aware of the goal of your institution to provide quality and holistic education to the students of Visayas State University. Sharing the same concern as you in terms of the importance of education in preparing students for a global future, it would be my honor to apply for the instructor III position in your institution.

I graduated as *summa cum laude* from the program Master of Arts in Teaching Social Science (MAT Social Science) of University of Bohol. I am employed as a part-time instructor at Holy Name University handling GEC History from January 2023 up to present. I am also a full-time Senior High School teacher (Teacher III) in the Department of Education Division of Bohol from 2021 up to present.

Realizing how vital education is as the foundation of the young people to achieve success in all undertakings set before them made me want to take part in their development process and help them blossom into responsible, well-rounded, globally competent, and God-centered citizens. I believe that my instructional abilities combined with my work ethics, skills, and strong devotion to educate the younger generation would greatly benefit the educational programs of your institution.

I hope that you will find my experience and interest intriguing enough to warrant a face-to-face or virtual meeting, as I am confident to show the value of my services to you given the chance to do so.

Herewith are my resume and other important documents for your perusal. I can be reached through my contact number 09128497563 any time at your convenience. Thank you for your time and consideration.

Sincerely yours,

**ED VINCENT A. CAHULUGAN**