

December 27, 2024

**MARIA VANESSA E. GABUNADA**

Department Head  
Department of Arts, Languages, and Literature  
Visayas State University  
Visca, Baybay City, Leyte

Greetings, Dr. Gabunada!

I am writing to express my interest in the **Part-time Instructor** position at Department of Arts, Languages, and Literature (DALL), Visayas State University (VSU) Main Campus.

I finished my degree in Bachelor of Science in Development Communication (BSDC) from the same university in August 2024. As someone deeply passionate about English and effective communication, I am eager to contribute my skills to your team.

Having recently served as a project-based research staff at Southern Leyte State University (SLSU) Main Campus, one of my tasks involved reviewing publishable essays by providing comments and suggestions for improvement. This experience allowed me to develop strong analytical and clear communication skills, which can be essential in the classroom. Additionally, my personal interest in English has motivated me to continuously improve my communication skills and to hope that I can impart this knowledge unto others.

Although I do not meet all the qualifications required for this position, I believe that my passion and dedication to excellence align with your institution's values and educational goals.

Thank you for considering my application. I have attached other necessary requirements for your review. I look forward to your response.

Sincerely,



**MARIA GLADYS ANN L. ABENOJA**  
Applicant