

**ELENITA MAE D. FERNANDEZ**

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July 16, 2025

**DR. CHERRY N ROLA**

Department Head

Department of Arts, Languages, and Literature

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Rola,

I, the undersigned, seek to secure a Part-time Teaching position at Visayas State University, Department of Arts, Languages, and Literature. Given my related experiences and capabilities, I would appreciate your consideration for this job.

I obtained my bachelor's degree in Arts majoring in English Language last June 2019 at the Visayas State University (Main Campus), where I also pursued my graduate studies, and just last August 2023, I finished my Master of Science in Language Teaching.

I served as a Part-time Instructor in the Visayas State University-Main Campus, specifically at the Department of Arts, Languages, and Literature for the S.Y. 2024-2025. In the past S.Y. 2023-2024, I was also a Part-time Instructor at the Visayas State University Integrated High School, catering to Junior High School (Grades 8 and 7) and Senior High School (Grade 11) students. Furthermore, I have worked in the Literacy Pal Tutorial Center since 2020 and am still in the field for seasonal tutoring. In Lit Pal, I functioned as a reading coordinator, the job included preparing reading guides and lessons with the center's various reading and academic programs. I was also tasked to assess learners who would like to enroll in the center. These experiences brought me so much learning in terms of instruction and supervision, giving me the chance to learn and develop my pedagogy and communication skills. It also helped me with how to deal with different circumstances professionally.

With these learnings and experiences, I wish to apply all that I have learned so far and improve them, along with the hope to learn more in your institution. I am very excited about the opportunity to join your institution as an English teacher, as it strives for excellence and quality.

May you wish to contact me, here is my contact number +63951044983, and my Gmail is [elenita.fernandez@vsu.edu.ph](mailto:elenita.fernandez@vsu.edu.ph).

Thank you and God Bless!

Respectfully,



**ELENITA MAE D. FERNANDEZ**

Applicant