

July 23, 2022

Dr. Jett C. Quebec
Head, Department of Liberal Arts and Behavioral Sciences
dlabs@vsu.ph
Visayas State Univesity
Visca, Baybay City, Leyte 6521

Dear Sir:

Greetings! I am writing to you to express my desire to serve as a part-time Social Science teacher in your department, Department of Liberal Arts and Behavioral Sciences. I am a graduand of a Bachelor's degree program in Secondary Education Major in Social Studies in this prestigious university---Visayas State University.

Since the day I pursued to become a teacher, it has already been instilled in my heart that God should always be my priority. Teaching is my passion and I know that it is the Lord's calling. Thus, I have decided to commit my time, knowledge, and expertise in the teaching. I want to create connections to my students and let them experience how it feels to be loved by the Master Teacher. DLABS is one of the departments in VSU that pushed me to pursue this profession. By showing my gratitude, my utmost aspiration is not just to teach in your department, but to serve.

In my final year of college, I was given the opportunity to practice teach at Bunga National High School and Visayas State Univeristy-Integrated High School in Baybay City. Both schools used an online learning environment, modular, and limited face-to-face classes. My two months of internship in the aforementioned schools taught me a lot, especially in providing good instruction and supervision. In engaging with their seasoned teachers, I learned how to deal professionally with a variety of situations that have to do with school matters. These include coordinating school activities that involve the community outside of the classroom and dealing with the parents and guardians of the students.

My brief experience at VSU-IHS and BNHS allowed me to hone my communication and pedagogical abilities, which I believe has better prepared me for the bigger challenge of accepting the position of a part-time instructor. Given my significant college experience, I am certain that I am ready to work and carry out the duties of an effective teacher. Furthermore, I am aware that your reputable department may provide me a privilege to continue my professional development.

Given that I am just starting my career in education, I admit that my expertise is not yet as excellent as our teachers who have been teaching for a long time. Thus, I would be happy to attend trainings and a series of workshops and lectures that will better enhance my teaching skills. I am ready for the teacher preparation courses you will offer to mold me.

Attached in this letter is my resume which you can use for reference. In light of the fact that I will only be a recent graduate on August 12, 2022, I sincerely hope you would accept my transcript of records whenever I am hired.

As a graduand, it is my greatest hope to have my first teaching experience in your department. Thank you for considering my application. I am hoping for your favorable response.

Sincerely,

Amor May T. Tripoli
Applicant