

July 24, 2022

Dr. Jett C. Quebec  
Department Head  
Department of Liberal Arts and Behavioural Sciences  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Quebec,

I have learned that the department is looking for part-time instructors. With excitement, herewith I send my application letter together with other required documents as a response to your advertisement about the position. I am interested in applying as a part-time instructor in the department.

I believe I have the qualifications fit for the position. I finished the degree of Bachelor of Arts in English Language Studies here in the university, and have experienced being a private home tutor in the past years. I believe that the my knowledge and experience are enough to fulfill the responsibilities of a part-time instructor.

I would be happy to hear from you really soon and get a chance for an interview so that I can explain, share, and show to you my capabilities and potential. I am looking forward to be part of the DLABS faculty for the department has been my home during my college years.

Thank you, and Godspeed.

Sincerely yours,

  
VIRGIN ROSE B. ORENDAIN