

July 30, 2020

Dr. Charis B. Limbo
Head, Department of IHK
Visayas State University
Visca, Baybay, City, Leyte

Dear Dr. Limbo,

Greetings with peace!

Please consider this letter as my intent to apply for a teaching position in your established institution. I am writing to express my interest in the position of part time instructor for the opening school year 2020-2021.

I graduated last June 15, 2018 in this institution, Visayas State University with bachelor's degree in Secondary Education major in Music, Arts, Physical Education, Health (MAPEH) and passed the Licensure Examination for Teacher. I am also an active volunteer in We Care Child Development Center, a non- government organization helps and teaches basic education to less fortunate children. I have one year teaching experience in this institution and I believe that my teaching experience and education will be great help and make me an ideal candidate for the position.

Thank you very much for your time and consideration. I would appreciate an interview anytime most convenient with you. I can be reach through cellphone number (09972863647/ 09639182738)

Thank you and more power!

Respectfully yours,


RUBIE JANE M. BATIS