

January 26, 2023

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 am currently a part time instructor in the department and is about to end my contract this February 1st. Aside from that, I am currently pursuing my master's degree in the same university which is Master of Science in Language Teaching minor in Development Sociology. I believe that 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 would be more than happy to continue my teaching journey here in the department with DLABS family for the department has been my home during my college years and the first to nurture my potentials in teaching.

Thank you, and Godspeed.

Sincerely yours,


VIRGIN ROSE B. ORENDAIN