

July 9, 2021
Visayas State University
Visca, 6521A
Baybay City, Leyte

MAGDALENE C. UNAJOAN
DCST Department Head

Dear Ma'am,

I am writing to express my interest in applying for a vacant position you posted recently. I would like to take this opportunity to improve my skills and to serve the university in full capacity and commitment.

I am currently teaching children in our church, and also experienced a 4-months teaching at Visayas State University as a part-time instructor. It challenged me a lot, not just mentally, but also my personality and patience. And I want to experience more of it.

I have been engaged in some organization and out-of-school activities which developed my self-confidence, teaching and leadership skills.

Below is a copy of my resume and TOR.

I am willing to come for an interview at your convenient time.

Thank you and God bless!

Sincerely,


ABEGAIL O. PESERAL