

June 11, 2025

Mr. Reymar C. Oria
Principal, VSULHS
Visayas State University

Dear Sir Oria:

I am writing to express my interest in the part-time teaching position at Visayas State University Laboratory High School, which I learned through your official Facebook Page. I am a graduate of the Bachelor of Science in Hotel, Restaurant, and Tourism Management at the Visayas State University. In addition, I have passed the Licensure Examination for Teachers last March 2019, and currently earned 39 units in my master's degree in education major in Home Economics, now in the thesis-writing phase.

I was previously given the opportunity to serve as a part-time teacher in the VSU Integrated High School from 2017-2022 -an experience I am truly grateful for. Being part of your academic community for five years allowed me to grow both professionally and personally, and I would be honored to return and contribute once again in any way I can.

I believe that my experience and dedication in teaching equip me with the necessary qualifications to be a competitive and capable candidate for the position I am applying for. I have enclosed my resumé for additional reference.

Thank you very much for your time. I look forward to hearing from you.

Sincerely yours,


BERNADINE APRIL L. ATANACIO