

**Rica Marie Salapi**

Sitio San Vicente Street Barangay Pomponan

Baybay City, Leyte, 6521

09498579258

ricamariesalapi0510@gmail.com

**July 21, 2025**

**CHERRY N. ROLA**

Department Head

Department of Arts, Languages, and Literature-old

Visayas State University

Visca, Baybay City, Leyte

Dear Madam Rola,

I am writing to express my sincere interest in the Instructor position at [Name of School/Institution], as advertised or based on my strong desire to grow in the field of education. Although I do not hold a master's degree at this time, I bring with me a solid foundation in English instruction, having gained a year of valuable experience in the ESL industry.

Throughout my time as an ESL teacher, I have developed skills in classroom management, lesson planning, student engagement, and personalized instruction for learners of different levels. I have taught students from diverse backgrounds, which has strengthened my adaptability, communication skills, and cultural sensitivity—traits I believe are essential in today's educational landscape.

I am excited to impart my expertise and love of teaching to your students, and I have a strong desire to keep learning and developing as a teacher. In order to improve my credentials and meet the requirements of your university, I am also willing and able to pursue additional coursework or training.

I hope to be given the chance to support your students' learning and growth while also adding to your academic team. Please find my resume and other required documents attached.

I appreciate you taking a look at my application. I'm excited for the chance to talk about how I can contribute significantly to your organization.

Sincerely,

**Rica Marie Salapi**