

JUNE 24, 2024

**DEPARTMENT OF ARTS LANGUAGE AND LITERATURE
VISCA BAYBAY CITY, LEYTE 6521-A, PHILIPPINES
TELEFAX: ; LOCAL 1028
EMAIL ADDRESS: DALL@VSU.EDU.PH
WEBSITE: WWW.VSU.EDU.PH**

● **MARIA VANESSA E. GABUNADA**

**DEPARTMENT HEAD
DEPARTMENT OF ARTS LANGUAGE AND LITERATURE
VISAYAS STATE UNIVERSITY
VISCA, BAYBAY CITY, LEYTE**

Dear Ma'am,

I am writing to express my desire to apply as an Instructor in your esteemed institution. I graduated Bachelor of Secondary Education Major in English at Leyte Normal University and passed the March 2024 Licensure Examination for Teachers with an 86.60 rating.

I may lack teaching experience, but I can assure you my academic, extra-curricular, and volunteer work honed me to become a reliable and competent individual. During my teaching internship, I was assigned to St. Therese Educational Foundation of Tacloban Incorporated as a grade 9 substitute homeroom adviser. My hands-on internship experience pushed me through my limits, yet it was full of insights. I learned how to properly give classroom instruction and supervision, especially on how to deal with misbehaving students. I was also able to apply the theories we learned at school and adapt to unforeseen events inside the classroom. In the end, I received the awards, Best Intern and Best in Lesson Planning.

Moreover, I was also a student journalist and a church youth leader. Juggling my academic, extra-curricular, and volunteer work revealed my capabilities as an individual. I won press conferences, attended workshops, and organized events that developed my sense of responsibility, leadership, and collaboration skills needed as a teacher. It was also an instrument to help me see the different perspectives of people from different walks of life and molded me to learn how to establish connections that are useful for creating a healthy classroom environment.

Through my experiences, I developed the skills and pedagogy necessary to embrace the challenging yet fulfilling job of being a full-time teacher. Given my training, I am confident that I'm ready to work and do the responsibilities of a teacher and I know that your reputed institution can allow me to develop professionally. I am willing to undergo workshops, seminars, and lectures if you ask me to do so if you hire me.

I hope that I can contribute as a teacher to the enhancement of the excellent reputation of Visayas State University.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Velvette Laarni Q. Luego, LPT