

Alexandra B. Rodriguez
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July 10, 2025

Ms. Mary Ann G. Cobico
Department Head, Department of Philosophy and Social Sciences
Visayas State University
Baybay City, Leyte

Dear Ms. Cobico,

Good day!

I am writing to apply for a **part-time teaching position** in the Department of Philosophy and Social Sciences at Visayas State University. I enjoy teaching and would be happy to share what I know while also learning from your team.

I recently finished my degree in **Bachelor of Secondary Education major in Social Studies** at Visayas State University. As part of my training, I had my practice teaching at Caridad National High School, where I learned how to handle a class, make lesson plans, and help students in their learning. I am hardworking, patient, and always willing to learn more.

I will graduate this coming **July 24, 2025**, and I will send my **Transcript of Records (TOR) and Diploma** as soon as it is available after graduation.

I would be very thankful for the chance to be part of your department. I am ready to take on the responsibilities of the job and work well with others to give students a good learning experience.

I have attached my resume and other documents. I am also available for an interview at your most convenient time.

Thank you very much for your time and consideration.

Sincerely,
Alexandra B. Rodriguez