

Feb 10, 2021

Dr. Jett C. Quebec  
Department Head  
Department of Liberal Arts and Behavioral Sciences

Dear Dr. Quebec,

Greetings!

I would like to express my interest in applying for the position of Part-Time Instructor as was recently made available in our department.

I believe that my degree in Bachelor of Arts major in English Language has prepared me for this position. I am also a pursuing Master of Arts in Language Teaching Student as of the time being. As for my three (3) years of experience, I was equipped with the necessary knowledge and skills to help develop and guide students into success.

During my 4 years of experience, I learned how to move into a professional environment of both colleagues and students. More importantly, I had the opportunity to work with my superiors who taught me how to easily grasp different teaching concepts and at certain times, how to roll with the punches in order to achieve various objectives.

I have also acquainted myself with a wide range of skills that allow me to blend with the group or team's culture and to continuously strive to reach common goals amidst failures and setbacks.

My active involvement in many academic and extracurricular activities has done so well in developing my communication and leadership skills towards my students, which are vital in finding success in the academic world. During this time of global pandemic, I prepared myself for alternative methods on how to deliver quality teaching to my future students following health guidelines imposed by our administration.

With this application letter, I attach herewith my resume for your full consideration. Thank you for taking time to review my application and I am looking forward for a new semester of obstacle to be overcome.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jade Barachiel D. Bantasan', with a stylized, cursive script.

Jade Barachiel D. Bantasan