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MARIA VANESSA E. GABUNADA

Department Head
Department of Arts, Language, and Literature
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

I have recently learned that your department has a vacancy for a teaching position. I am writing to express my interest in applying as a Part-Time Instructor.

With a Bachelor's Degree in Secondary Education majoring in English and four years of experience teaching in a private school, I have honed my skills in various aspects such as communication and interpersonal skills, classroom management, leadership and team building, assessment and evaluation, empathy, and emotional intelligence. I am confident that my expertise will bring value to your department.

During my tenure at my previous school, I taught English and other English-related subjects in both Junior High School and Senior High School. I was also designated as the Campus Publication Adviser and the Senior High School Coordinator, fostering collaboration among faculty and staff. Additionally, I am pursuing a Master's Degree in Education majoring in English at Southern Leyte State University-Tomas Oppus. Furthermore, I have recently passed my Comprehensive Examination and am preparing for the next enrollment to proceed with my thesis.

It has always been my aspiration to find a workplace where I can continuously grow as an educator. Hence, it would be an honor to secure a place at Visayas State University and contribute to its goals and objectives.

Thank you very much for considering my application. I am eager to discuss my qualifications further if given this wonderful opportunity.

Sincerely,



MS. JICERYL G. BONGABONG, LPT

Applicant