

August 19, 2021

Dr. Jett C. Quebec
Head, Dept. of Liberal Arts and Behavioral Sciences
VSU Baybay

With Regards,

I am writing this letter in response to the teaching job I found and have learned that you have an available teaching position in your institution and therefore I would like to express my interest in this position. I am a graduate of Bachelor of Secondary Education major in Social Studies and currently looking for work. I sincerely want to occupy this job.

I have experienced working as a pre-service teacher in Cirillo Roy Montejo National High School during my internship before I graduated college. During my internship I have developed lesson plans in line with the curriculum objectives, ensuring that all students fully comprehend all the aspects. After I finished my Bachelor's Degree at Leyte Normal University where I became competent in practicum awardee, I worked as a part-time online English Teacher in one of the European companies. I have worked with the following tasks; taught the basic English Language to zero-based children ages four to twelve years old, assisted students with their preparation for the examination, and worked to improved student test scores.

I have good time management skills; I have good communication skills to make good interactions with the students. I also have a strong numerical ability. I am capable of problem-solving. Student satisfaction is my orientation. I am proficient with various software programs. Above all, I am able to work under pressure and with less supervision.

I hope that I get a chance to meet you for an interview session. You can contact me at +639350045377 or email me at aeico21@gmail.com for further information. Thank you for your consideration.

Sincerely Yours,
Iris F. Costillas