

July 15, 2025

Nicole Ivy D. Manacpo
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Mary Ann Cobico
Department Head
Department of Philosophy and Social Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Cobico,

Greetings!

I am writing to express my interest in the job hiring of the Department of Philosophy and Social Sciences. Indicated in the job posting was to have an education relevant to Social Sciences. Being a graduate of Bachelor of Secondary Education specializing in Social Studies and having been a part-time instructor last semester, I am eager to reapply for the said position and help in the attainment of the department's vision and mission.

In my experience being part of your good department, I have gained valuable knowledge and skills in the field of teaching. Within the period I was in the Department, I was able to enhance my abilities in managing students, mixing teaching styles that suit students' diversity and needs, and understanding the responsibilities of a professional teacher. Additionally, I was able to correct past mistakes and handle academic issues properly. Recently, I finished my coursework for my master's degree, Master of Science in Development Sociology. I will soon take my comprehensive exam and start with my thesis writing. This is a way of advancing my knowledge and skills in the social science field in order to provide quality education to students. To continuously be part of the Department would be an honor and a great opportunity to help in the realization of its mission and vision. With that being said, I firmly believe that I can still work as effectively and efficiently as a college instructor. With the added skills I had from my colleagues and students, I now have the confidence and the necessary professional abilities to perform well. If given another chance, I will continue the dedication and efforts I have shown in the previous semesters.

Thank you for the time and effort you took to read my application letter. Should you require further information, I have attached my curriculum vitae as well as my contact information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole Ivy D. Manacpo', with a large loop at the start and a checkmark-like flourish at the end.

Nicole Ivy D. Manacpo