

**Vivien Grace M. Luchavez**  
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June 29, 2024

**Mrs. Rosario P. Abela**  
Department Head  
Department of Teacher Education  
Visayas State University  
Visca, Baybay City, Leyte

Dear Mrs. Abela,

I am writing to express my interest in applying as a mathematics instructor in your institution.

I graduated with Latin honors (*cum laude*) last July 23, 2022 at Eastern Visayas State University (Ormoc City Satellite Campus) with the degree of Bachelor of Secondary Education (BSEd) major in Mathematics and passed the Licensure Exam for Professional Teachers Last March 2023. And now I am pursuing my masteral degree at Leyte Normal University.

My first teaching experience was when I applied as a part-time instructor at the Department of Mathematics in the Visayas State University for one semester. This has widened my knowledge, skills and understanding of teaching in an actual classroom. I believe that my dedication, passion and commitment in teaching mathematics would make a difference in the lives of the students and contribute to the development of the institution in general.

I hope that my qualification will meet your requirements and that you will grant me a personal interview to discuss my interest in this opportunity. Attached is my resume. Thank you so much for considering my application. God bless and more power to you!

Respectfully yours,

  
**Vivien Grace M. Luchavez**