

September 19, 2023

To whom it may concern;

Good day!

I am writing this letter to let you know that I am very interested in the working position posted on your website. I am a graduate of Bachelor of Secondary Education major in MAPEH.

I am currently serving as a substitute teacher at Western Leyte College of Ormoc; prior to this I have also extended my service as a volunteer teacher at San Isidro National High School Basud Extension Class; I also used to work as a workforce analyst in one of the call center companies in Cebu City and work as a customer service representative and an IELTS teacher before to being an analyst, those experiences helped me on how to handle different type of people and how to be flexible in order for me to be effective when it comes to teaching and assisting others. In addition to this, I am also an NCII - Cookery holder and have Masteral units.

I believe my experience, communication skills, and interpersonal abilities would make me a strong fit for this position. I look forward to speaking with you about my qualifications.

Sincerely,

Ma. Coleen D. Remorta
Applicant