

**Magdalene C. Unajan**  
Head, DCST  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Please consider this letter as my intent to apply for a teaching position in your established institution. I was told by a friend that you are looking for Part-time Instructor for the opening of school year 2023. Given my qualifications, I believe that I am qualified to be a Part-time Instructor in my alma mater.

Though I haven't had a teaching experience yet, I believe that I am ready to take the responsibilities of a teacher as I have already equipped myself with skills and learnings.

I am hoping that you will give me an opportunity to have my first teaching experience in your reputed school.

Thank you for considering my application. I am waiting for your positive response.

Sincerely,

**Clarissa Faye Mortil**  
Applicant