

November 22, 2020

Dear Maam/Sir:

I am writing to express my desire to be one of the Team under your dynamic and energetic supervision.

I am **Mark Anthony M. Balunan**, 23 years old, single, and resident of Brgy. Libertad, Ormoc City, Leyte. I graduated from Eastern Visayas State University Ormoc City Campus with a degree of Bachelor of Secondary Education major in MAPEH last April 2018. Fortunately, I passed the Board Licensure Examination for Teachers last September 2018.

I had 5 months experience working in Roial Multimedia Production as their office secretary. Also, I had another 5 months experience working as a Junior High School teacher and college instructor in Sto. Niño College of Ormoc Inc. These work experiences helped me build confidence in my teaching skills, communication skills, and technical skills which are relevant to my profession.

I am also currently working at Ormoc City Hall, Sangguniang Panglungsod Office Department as J.O (Job Order)valid for 2 months.

Attached herewith are my pertinent documents to support my qualification. I shall appreciate to come for an interview anytime at your convenience. Until then, you may contact me through 09164074508.

Your kind attention and favorable action on this application swill be highly appreciated.

Very truly yours,

MARK ANTHONY M. BALUNAN