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January 10, 2022

Jett C. Quebec
Department Head
Department of Liberal Arts
and Behavioral Sciences
Visca Baybay City, Leyte

Dear Sir Quebec,


I am a graduate of Bachelor of Arts major in the English Language at the Visayas State University. I want to apply for the vacant position as an English language teacher in your department, as posted on your online website. As I read the qualification, I am confident that I will be fit for the job with my experience, abilities, and knowledge about the subject.

Ever since, teaching was never new to me, even though we can say that my course is not in the teaching profession. The pieces of training and the teaching practicums that I have gone through as an undergraduate student prepared me. Also, I had proven this ability of mine when I was allowed to teach here in your department for the past four (4) school years. And in that period, I can say that I have been effective and dedicated to the responsibility given to me. I have taught English, Literature, and Social Science subjects for college and senior high students, where I established good rapport between my students, which I believe, what makes you become an effective educator.

For additional information about my skills, you can refer to my attached resume.

I once again want to be a part of your reputable and exciting department, for this will be a big stage for my skills to enhance and develop more. Therefore, I would welcome the chance of an interview where we would discuss the value and strengths I can bring to your successful institution.

I thank you for your time, and I look forward to hearing from you.


Sincerely,
Euginn A. Buletin