

July 15, 2024

ULDERICO B. ALVIOLA
Department Head
Department of Development Communication
Visayas State University, Barangay Pangasugan
Baybay City, Leyte 6521

Dear Sir Alviola,

Good day Sir!

I hope this letter finds you well. I am Vince Ivo Luis E. Geraldo, soon to be a graduate of the Visayas State University with a degree in Bachelor of Science in Development Communication. I am writing this letter to apply for a position as a Part-time Instructor in the Department of Development Communication.

Over the past four years under the department, I have gained the knowledge and experience that would help me contribute to the field of development communication. This would not have been possible without the teachings and guidance of the department's faculty and staff. Seeing myself grow into the person I have become today, I hope to one day play my part in inspiring others and helping society improve as a whole.

I know that working as a part-time instructor in the department will help me reach my goal of working in the academe. I am eager to contribute my skills and passion for education to the department and its goals. Though my experience is still limited, the opportunity to teach students and work with and under the guidance of esteemed and experienced professors and instructors will provide me with the invaluable experience needed to help me in the future.

Thank you very much for considering my application!

Sincerely,

VINCE IVO LUIS E. GERALDO