

01 September 2022

**SHALOM GRACE C. SUGANO**  
Head, VSU Integrated High School  
Visayas State University

Greetings!

It is my desire to do public service. With this letter, I am reaching out to your good office to express my sincere interest for a published availability of a part-time instructor position in your department.

I am a Licensed Professional Teacher and a Ready Reserve Enlisted Personnel. With my work experience, I previously served my post as a part-time instructor in the Department of Teacher Education, Visayas State University for almost two years, handling Professional Education and Filipino Major subjects. I also worked as an office staff at the Office of the Municipal Administrator of LGU-Inopacan, assisting the Bids and Awards Committee. Currently, I am detailed at the Alpha Company, 804<sup>th</sup> Ready Reserve Infantry Battalion.

I graduated with the degree Bachelor of Secondary Education – Filipino, along with my basic and advance military science courses. As of the moment, I am pursuing my graduate studies at Cebu Normal University – Main, with the degree Master of Arts in Education – Filipino Language Teaching.

I learned a lot from all of my working experience. It provided me with a wide perspective in dealing with all sorts of work colleagues and superiors and expanded and honed my skills for what is new and old.

I am indeed very grateful for allocating the ample time in reading this letter. If there is any progress about my application, I would be very happy to receive any notification from your office. My contact information is provided for your reference.

Best wishes and more power,

**NICKO M. APOSTOL**  
6522 San Roque Street  
Tinago, Inopacan, Leyte  
0967-561-0593  
apostolnicko7@gmail.com