

July 15, 2025

Honey Sofia V. Colis

Director, HRMO

Visayas State University

Baybay City, Leyte

Visca Baybay City, Leyte 6521-A, PHILIPPINES

Dear Ma'am,

Good day!

I am writing to express my interest for the position of **Part-Time Faculty in Social Science** in your esteemed school.

I am a graduate of **Bachelor of Arts in Philosophy in Saint Joseph College** with a formation in Saint Paul VI Seminary at Maasin City, Southern Leyte. I also finished my 18 units in education at Saint Thomas Aquinas College Sogod, Southern Leyte and currently I am studying **Master of Arts in Education major in Guidance and Counseling** in the University of the Visayas, Cebu City and already finished 30 units in my academic subjects. I have completed a wide range of subjects that provide me with a firm base of knowledge and skills relevant to the job I am applying. I am a hard worker, focused, and capable of producing high quality and thorough work under time constraints.


I have been teaching in Southern Leyte State University as a part-time instructor since 2019 with the subjects **Understanding the Self, Ethics, Contemporary World, Life and Works of Rizal, Gender and Society** and **Art Appreciation** to the different students under various programs.

I am an enthusiastic self- starter with strong leadership and communication skill. In addition, I participated in extension program and other related activities in the school, I hold a various designation to help the university in rendering service to the students and community like become a coach in volleyball women, acoustic band and SCUAA 2024 coordinator, I am very passionate when it comes to finishing a work. I believe that my knowledge and skills will help me contribute a great deal to your school. Above all, I possess the interest and determination to perform well in the position your school can offer. I believe my resume outlines a work and education history that you will find interesting and relevant.

I would welcome the opportunity to meet with you and discuss the qualifications for working. I look forward to hearing from you soon. You can reach me at 09518519887 or email at judecaete@gmail.com.

Thank you very much and I'll wait for your favourable response.

Sincerely,


JUDE B. CAÑETE
Applicant