

December 21, 2023

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Al Franjon M. Villaroya
Department Head
Department of Philosophy and Social Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Villaroya,

Greetings!

I am writing to express my interest in the job hiring of the Department of Philosophy and Social Sciences. Indicated in the job posting was to have an education relevant to Social Sciences. Being a graduate of Bachelor of Secondary Education specializing in Social Studies and having been a part-time instructor last semester, I am eager to reapply for the said position and help in the attainment of the department's vision and mission.

In my experience being part of your good department, I have gained valuable knowledge and skills in the field of teaching. Within the period I was in the Department, I was able to enhance my abilities in managing students, mixing teaching styles that suit students' diversity and needs, and understanding the responsibilities of a professional teacher. Additionally, I was able to correct past mistakes and handle academic issues properly. To continuously be part of the Department would be an honor and a great opportunity to help in the realization of its mission and vision. The aim to help in strengthening our newly established Department, I enrolled in a master's degree which is relevant to Social Sciences to develop myself, and be able to contribute to its academic goals and give quality education to my students. I firmly believe that I can still work as effectively and efficiently as a college instructor. With the added skills I had from my colleagues and students, I now have the confidence and the necessary professional abilities to perform well.

Thank you for the time and effort in reading my application letter. Should you require further information, I have attached my curriculum vitae as well as my contact information.

Sincerely,
Nicole Ivy D. Manacpo