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December 21, 2023

Maria Vanessa E. Gabunada PhD.

Head, Department of Arts, Languages and Literature
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Gabunada,

Good day!

Please accept my application for a part-time teaching position at the Department of Arts, Languages and Literature (DALL). I believe you will find me to be enthusiastic and diligent person who knows the importance of outcome-based education as I was once a part-time instructor at the department.

I am writing because I believe my four years of English language studies and four months as a part-time instructor have adequately equipped me for this role. Throughout my academic journey and teaching experience, I learned how to communicate effectively with my students, how to manage chaotic situations, and, most importantly, how to deliver elaborate and well-structured yet interesting lessons to them when they are unsure of the concepts they are receiving from me (as their instructor).

Working in the department also taught me the value of camaraderie. It feels like a family where everyone is there to help you with your problems and offer you the best solution they can. I discovered also that the attributes in the field include interest, passion, and willingness. In a busy yet fun working environment like this, I had to figure out myself the true purpose why I enter to this field. In that span of 4 months, I was congratulated for being a pleasant and reliable coworker during my brief tenure at the department. This could be why I can't see myself doing anything other than teaching.

I am sending this letter because I wanted to gain more experience and strengthen more on my pedagogical approaches to help me create a more effective and enjoyable learning experience for the students. I would welcome also the chance to discuss how my skills, qualifications, and experience fit with the needs of the department. Enclosed also with this letter is my resume; hope you will find it interesting. Thank you for time and consideration and I look forward to hearing from you.

Sincerely,

Archie G. Torno
Applicant