

January 20, 2022

THE HIRING MANAGEMENT TEAM

Department of Teacher Education
VISAYAS STATE UNIVERSITY
Visca, 6521 Baybay, Philippines

Dear Hiring Manager,

Good Day!

I was pleased to learn that your school is now accepting part-time teacher applicants for next semester in your department. For that, I am writing this letter to express my interest in the said position.

I graduated last March 28, 2017 with the degree: Bachelor of Secondary Education Major in English at Cebu Normal University with the distinction, Cum Laude. After obtaining my bachelor's degree, I immediately took the Board Licensure Exam for Professional Teachers and passed last December 2017. I have been employed in Colegio de la Inmaculada Concepcion - Cebu for four years teaching English and Speech subjects in both Junior High and Senior High School Departments (Oral Communication, Reading and Writing, Creative Nonfiction). Aiming to work on my professional development in the field of education, I am currently obtaining my master's degree at Cebu Normal University, with specialization in English Language Teaching. In addition to my good scholastic standing in my program, I have good research, language, and communication skills, which were enhanced by the conferences, seminars, and lectures I attended. I am confident that I can be of great assistance in the progression of learning in your institution. This opportunity will also help me enhance my skills, and I am willing to be more trained.

Should you have questions regarding my qualifications, I would be pleased to be interviewed at your convenience. You can reach me through this number: 09437076600 or through my email with this address: jcarmellef@gmail.com. I look forward to hearing from you soon. Thank you for your time, and God bless.

Sincerely,


JOYCE CARMELLE B. FLORES
Applicant

