

August 5, 2020

Eusebio R. Lina Jr.  
Department Head  
Department of Mathematics and Physics  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Lina,

I'm writing this letter to apply as a part-time instructor in your good office and I'm very interested to occupy this job.

I'm a graduate of Bachelor of Secondary Education major in Mathematics. I passed the Licensure Examination of Professional Teachers last September 2019. I surpassed the different courses in Mathematics and in any major subjects which equipped me with necessary skills that you may want in the position. I have gained skills in teaching and facilitating learning through my four years of staying in the College of Teacher Education at the Visayas State University. During my pre-service teaching in New Ormoc City National High School, I have experienced teaching grade 9 students which served as a foremost bridge for me to experience the real world of teaching.

I could see that you are looking for candidates who have excellent skills that are relevant to college students. I have excellent interpersonal and communication skills. I have acquainted myself with teaching strategies and a range of skills that would allow me to blend with your institution. My organizational and multitasking abilities are also advanced.

Together with the application letter, attached herewith are pertinent documents for your further reference. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time. I can be reached anytime through email at [moranamariarenalie@gmail.com](mailto:moranamariarenalie@gmail.com) or my mobile phone at +639070366912.

Thank you and God bless!

Very truly yours,



Maria Renalie Moraña