

June 27, 2024

**MARIA VANESSA E. GABUNADA**

Department Head

**GLENN G. PAJARES**

Dean, College of Education

**Ma'am/Sir:**

Greetings of Peace and Goodwill!

I am writing in your good office to express to you my sincere desire to apply for any teaching position in this institution. I am Juliet E. Posas, 23 years of age, a graduate of Bachelor of Physical Education in Visayas State University and a newly Licensed Professional Teacher.

The knowledge which I have gained through education and the learnings and skills I have acquired from my field experience at the Baybay National High School, and with strong determination to find a stable job that will help me support my family's needs are my assets and motivation which I believe would make me have an effective and efficient work performance.

I am a well-organized, imaginative person who is driven to support student's success and has a love for teaching. I am eager to maintain a positive learning environment and help students realize their full potential. I am confident I have the skills and knowledge necessary to be an effective teacher and contribute to the success of this school. I'm thrilled about the chance to advance my teaching abilities and gaining new knowledge in this role.

In addition, my four months experience as an Administrative Aide III in the Accounting Office at Visayas State University in charge of the Free Higher Education helps me overcome working under pressure and got a lot of practical knowledge.

I believe that when given a chance, I can be of great help in delivering excellent and adequate services offered in this school. I am looking forward that Visayas State University will help me realize my goals in life with the assurance that I will be a highly productive teacher in this institution.

I am available for an interview at any time and would be very grateful if you could consider my application. I have enclosed a copy of my Personal Data Sheet and Resume for your reference. Please feel free to contact me at 09169455710/09855905924 or [posasjuliet@gmail.com](mailto:posasjuliet@gmail.com) to schedule an interview.

Respectfully yours,

  
**JULIET E. POSAS**  
Applicant