

July 21, 2021

HONEY SOFIA V. COLIS

Director, ODHRM

VISAYAS STATE UNIVERSITY

Dear Madame,

Good day!

Please accept my application for a part-time instructor, as advertised on the institution's website. I am applying for the part-time position because I'm still affiliated with Liceo del Verbo Divino, formerly Divine Word University, here in Tacloban City, Leyte, as the school librarian. I know that you are looking for an applicant related to the education program but I am hoping to apply since I also took a few units of Professional Education courses. And I know that you are looking for experience as an instructor but I believe you will find me to be an enthusiastic person who understands the importance of providing good quality education, as I had experienced over the past four years as a librarian, teaching and providing good quality of information to the students, faculty, and researchers.

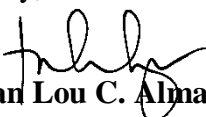
I am a graduate of Bachelor of Library and Information Science at Leyte Normal University and am currently enrolled in Cebu Normal University taking up my master's degree in Library Science. I passed Librarian's Licensure Exam last September 2017.

Though I haven't had teaching experience yet, I am ready to take on the responsibilities of a teacher as I have already equipped myself with skills and learnings that I have gained through my experiences as a librarian and series of lectures attended in graduate school.

I am hoping that you will allow me to have my first teaching experience in your reputed school. I have enclosed my personal data sheet, performance rating, and certificate of eligibility, rating, license, and records transcript.

Thank you so much for your time and for considering my application, I am waiting for your positive response.

Sincerely,


Maegan Lou C. Almanzor, RL
Applicant