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**June 11, 2025**

Dr. Leo A. Mamolo  
Dean, College of Education  
Visayas State University  
Visca, Baybay City, Leyte

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**Subject: Application for Part-time Instructor**

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Dear Sir Mamolo,

Greetings!

I am writing to express my intention and interest in applying for part time instructor in your department. As a product of Visayas State University Main Campus (VSU), I believe that I am capable in coping with the pace of work and tasks your office is handling. The training on theoretical and technical aspects on education major in mathematics gives me an edge over other qualified applicants.

Other than theories and principles, I was also able to practice on the field as a student teacher at Visayas State University Integrated High School (VSU- IHS) and as part-time instructor from January to April 2025. My internship and part-time experience in VSU HIS gave me the fore background on how to deal with students according to their needs. My passion for both mathematics and teaching has driven my decision to pursue a degree in this field, and I am eager to join an academic community that prioritizes both excellence in mathematics and innovative teaching methods. I believe that your department is the best institution to help me in improving my skills and would help me to become well versed about my profession since your office has the experienced staff and manpower to do so.

Enclosed you will find my academic transcripts, recommendation letters, and any other supporting materials required for the application. I am available for an interview or further discussion at your convenience and would be honored to become part of your program.

Thank you for considering my application. I look forward to your positive response.

Sincerely yours,

RESYL BEI S. MORALES