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HONEY SOFIA V. COLIS
OIC Director
Office of the Director for Human Resource Management
G/F Administration Building
Visca Baybay City, Leyte 6521-A, Philippines

Dear Madam Colis,

Good day! I am writing this letter expressing my interest in the a vacant part-time instructor position posted on your website. I am currently working as a senior high school teacher for the Department of Education – Ormoc City Division. As shown on my resume and personal data sheet, I am a graduate of MA Education major in Guidance Counseling. I graduated from the Franciscan College of the Immaculate Conception, Baybay City last May 2021.

I've been working as an educator for almost six years now. I had my first teaching experience back at 2016 as a college instructor at Sto. Nino College of Ormoc where I've taught the subjects Psychology and Organizational Behavior to BEED, BSED and BSBA students. Aside from being an instructor, I also functioned as the guidance office designate. After leaving SNC, I am currently affiliated with DepEd Ormoc City, where I have been teaching for 5 years. Furthermore, I have no doubt that I can meet the ICT skills needed for the job, in fact I have been chosen as one of the facilitators for our division-wide webinar on Microsoft Office 365 last 2020. I am confident that I can take on the challenges and responsibilities this position I am applying for entails. I am eager to work for and with one of the prestigious universities here in the Philippines.

I've attached my resume for your consideration and hope to speak with you soon about your needs for the position.

Respectfully,

MARIA CARMINA C. DE LOYOLA