

**NICO S. ODTUHAN**

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Department of Liberal Arts & Behavioral Sciences

Visayas State University

Visca, Baybay City, Leyte

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**Dear Ma'am/Sir,**

I am writing this letter to express my interest in seeking job as a full-time or part-time in your revered institution. It is my pleasure and interest to maximize and show my skills and capacity to work responsibly and deal with a challenging work environment for professional growth and success. I graduated with an award "Competence in Practicum Awardee" under the program of Bachelor of Secondary Education Major in Social Studies at Leyte Normal University.

I had a five-month acquired teaching internship at the LNU-Integrated Laboratory School. I taught and handled Grade 9 and Grade 4, where I used my instructional skills and classroom management skills to deliver a meaningful teaching and learning process. My experience as a teaching intern has molded my skills and proven my ability to be a quick learner. My internship experience has shown me the value of professionalism and equipped me with the knowledge and work ethic required for long-term success in the field.

Attached herewith is my resume and certificates for reference. My sincere apologies that I don't have my diploma and TOR right now because the University is still processing these documents. I wish to meet you personally so I can discuss my qualifications. I am willing to undergo interviews for more information. You can contact me through my email address or phone number given above.

Thank you very much.

Sincerely yours,

**NICO S. ODTUHAN**

Applicant

