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Ms. Mary Ann G. Cobico
Head, Department Of Philosophy and Social Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Cobico,

Greetings!

I am writing to formally express my intent to apply for the position of Part-Time Instructor position at the Department of Philosophy and Social Sciences. I am an incoming graduate this month, July, with the degree of Bachelor of Secondary Education Major in Social Studies here in the same school, the Visayas State University, and I believe that my academic background and personal commitment to excellence make me a qualified and capable candidate for the position.

At present, I am in the process of securing my official Transcript of Records (TOR) and my Diploma. Due to the unavailability of the documents mentioned, the release of my TOR and diploma has been temporarily delayed because it will only be available after the graduation rites. Nevertheless, I have already taken the necessary steps to expedite the process and assure you that I will submit the documents as soon as it becomes available.

Despite this, I am eager to proceed with my application and contribute positively from the department. I am committed to upholding the standards and values of the department. I am confident that I can adapt quickly to the work environment and contribute meaningfully.

I have attached my résumé and other supporting documents for your review. I would greatly appreciate the opportunity to discuss my qualifications further in an interview.

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

Respectfully Yours,
EZEKIEL JOSUE G. JASMIN