

March 07, 2021
Chris B. Limbo
Director, IHK
Visayas State University
ViSCA, Baybay City, Leyte

Dear Miss Limbo,

Through some reliable sources, I have come to know about the vacancy of teacher available in your institution. I am very pleased and interested to impart my knowledge that I have gained to enhance the student's efficiency and capability.

I am a graduate of Bachelor Secondary Education major in Music, Arts, Physical Education m, and Health. I'm not yet a licensed teacher but I am confident that I could contribute to the best of my ability to the school's vision of producing excellent students and graduates.

I have teaching experience of 2 months as an English teacher at Zett A Academy, Cebu and I was able to teach foreign students. After that, I worked as a call center agent for a year and 3 months at a different company, and recently I worked as a part-time instructor in your institute. I am aware that my experience is not enough but I am very determined to learn and to be trained. Moreover, my previous experience and my practicum training enhanced the value of patience and hard work.

Attached is my resumé for your reference and I am willing to call up for an interview at your most convenient time.

Thank you, looking forward to working with the people in your respective institution, and with this, rest assured of my dedication to this noble job.

Sincerely,

Joel L. Apipi