

## Application Letter

I am intently writing this letter to apply as a Part-time Instructor in your institution. I graduated last August 12, 2022, with a bachelor's degree in Culture and Arts Education at the Visayas State University, Main Campus, with Latin honors. I already earned my licenses as professional teacher.

Currently, I have had my three (3) months teaching experience in DepEd Baybay as substitute teacher. I handle grade 7 students and I teach them MAPEH and Edukasyon sa Pagpapakatao subjects. In short period of time, I believe that I was able to grow as professional especially in handling different kinds of learners. Previously, in my first job, I was a regional training specialist in one of the country's leading smartphone companies, which is OPPO. I had supervised the Cebu and Bohol branches. More so, I conducted product training to newly hired promoters particularly among individuals generating low-sales in hopes to provide strategic directives. Also, I conducted training among the sales team, office staff, dealers, and promoters when the company releases new products. I had employed some strategies on how to understand the key selling points of the product(s) so that they can demonstrate and market the best quality of the products beyond customer's satisfaction. Furthermore, ensuring my promoters' proper grooming, sense of unity and respect among each other were part of my job as their trainer. Significantly, as an educator, it is also vital to have strong leadership skills to lead and handle numbers of students. Also, having good communication skills and teaching strategies are important to effectively impart knowledge among them with various learning mechanisms which I knew I had developed during my 6 months working as Regional Training Specialist. Thus, this experience truly honed me some values and characteristics that a teacher should possess.

Moreover, I became a public servant for five (5) years serving as Sangguniang Kabataan Councilor in our barangay. I encountered different kinds of attitudes among people, especially the youth as our main focus. Through the years, I had learned how to listen to people's ideas, sentiments and/or opinions. This also applied to being a teacher to be a good listener. We facilitate students by making sure that we are open to teach and be taught as well.

As someone who is motivated and dedicated to becoming a teacher, I wanted to start and expound my teaching profession in your highly commendable school. By doing so, I am willing to undergo a series of training and workshops when necessary.

Attached herein are my credentials for your perusal. I would appreciate the opportunity to meet you to discuss my qualifications, and I look forward to working with the people in your prestigious school.

Respectfully yours,

  
**CATHLIA B. TAN**  
Applicant