

June 30, 2020

Dr. Guiraldo C. Fernandez Jr.
Head, Department of Liberal Arts and Behavioral Sciences
Visayas State University
Visca, Baybay City, Leyte 6521

Dear Dr. Fernandez:

I am writing to your good office to re-apply for a part-time language and literature instructor position. I believe that my background education in linguistics and literature is helpful in producing graduates that excel in the five macro skills of language (reading, writing, listening, speaking, and viewing).


As a graduate of the Bachelor of Arts in English Language program in this university, I have been prepared to efficiently teach and cater the learning needs of the different types of students with different learning mechanisms. Being able and sensitive to cater the needs of the students are essential in the teaching profession, and I believe I am very capable of performing such responsibilities.

My one-year experience as a part-time instructor in this university has helped me grow both as an educator and individual. I have learned from my career experience that being firm as an authoritative figure in the classroom is necessary in commanding respect, but it is also necessary to connect with the students at a personal level. I acquired people skills, and the ability to listen to the circumstance of the students from my one-year experience. These skills made me more prepared and equipped in dealing with students.

Moreover, since the mission of the university is to create empowering and educative students who are not only competent, but also faithful to the values of the university, I believe that my dedication to teach and help students achieve the best version of themselves, my fluency in the English language, and my good character, are helpful in fulfilling the institution's mission. In light of this, I would like to further present my skills and determination in connection to the opportunity to work with you.

For your reference, I have enclosed my curriculum vitae and supporting documents. Thank you for taking time in reading this letter. I am hoping for a positive response.

Respectfully yours,


DANIEL JOSEPH T. TAN
Applicant



Daniel Joseph T. Tan



222 R. Magsaysay Avenue

Poblacion Zone 20

Baybay City, Leyte 6521



+639265986457



dtan1005@gmail.com



Career Objective

- I am aiming to obtain a teaching position in relation to my chosen field of knowledge that will allow me to exhibit my education and skills in a way that is beneficial to the institution and myself. Granted this opportunity, it would be an excellent avenue to demonstrate my passion and dedication in imparting lessons to students.



Education

- Bachelor of Arts in English Language
2018-2019
Visayas State University
Visca, Baybay City, Leyte
As an ABEL graduate, I was prepared to be an effective communicator in the oral and written English language, even when facing a number of disturbances. I was also trained to analyze verbal and non-verbal cues to extract the meaning of utterances in specific context.



Job-Related and Other Skills

- Commendable oral and written communication skills ●●●●●●●● Very Good
- Timely in performing responsibilities ●●●●●●●● Excellent
- Positive attitude towards teaching and learning ●●●●●●●● Very Good
- Firm in class policies ●●●●●●●● Excellent
- Hosting ●●●●●●●● Very Good



Career Experience

- Part-time Instructor
Language and literature
Visayas State University
August 2019 — May 2020

I learned from my one-year experience in VSU that I should be fluid and always ready for unforeseen variables that may come at anytime. I have found that planning for perfection, aided with being equipped for the unexpected, is an asset in the teaching profession. Furthermore, being firm as an authoritative figure in the classroom is necessary in commanding respect, but it is also necessary to connect with the students at a personal level.



Certificates for Non-Teaching Activities

- Judge
Oration Contest and Culmination Program
English and National Reading Month 2019
- Host
Various university and departmental events including VSU Intramurals 2019



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Trainings

- “SDRC Capacity Building and Training on Qualitative Research”
Seminar
Visayas State University
- “Learning to Write: The Basics of Academic Writing”
Seminar-Workshop
Visayas State University
- “Pampublikong Forum para sa Sitwasyon, Nilalaman, at Direksyon ng Asignaturang Filipino sa Senior High School at Kolehiyo”
Seminar
Visayas State University
- “Effective Strategies in English Language Pedagogy”
Seminar
Visayas State University
- “Practical Tips and Guidelines for Paper Presentation”
Seminar
Visayas State University
- “English Communication at Its Rhetoric: Language Workshop”
Seminar-Workshop
Visayas State University



Affiliations and Achievements

- Secretary
2018-2019
AB English Language Society
- Nominee
Leadership Awardee 2019
AB English Language Society
- First place
Story Telling
2nd VSU Culture and the Arts Festival Competition



Character References

- Guiraldo C. Fernandez Jr., Ph.D.
Department Head
Department of Liberal Arts and Behavioral Sciences
Visayas State University
guiraldo.fernandez@vsu.edu.ph
- Maria Vanessa E. Gabunada, Ph.D.
Assistant Professor II
Department of Liberal Arts and Behavioral Sciences
Visayas State University
mvestillore@gmail.com
- Sheena Mae P. Lubrio
Assistant Professor I
Department of Liberal Arts and Behavioral Sciences
Visayas State University
sheenamaelubrio@gmail.com