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28 July 2023

HR Manager
Visayas State University
Brgy. Pangasugan, Baybay City
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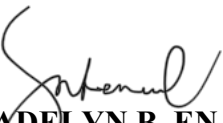
Sir/Madam:

Please consider this letter as my intent to apply for a Part-time Instructor position. I am a graduate of Bachelor of Secondary Education major in Music, Arts, Physical Education, and Health. I passed the Licensure Examination for Teachers in October 2022 with an average of 88.

Given my extensive college training and experiences in previous jobs which are mostly dealing with diverse people, I am confident that I am prepared to work as a teacher and handle the responsibilities that come with the position. Despite the fact that I have no teaching experience, I am passionate about imparting my knowledge. I also know that your reputable school can provide me with the opportunity to further my professional development, therefore, I am willing to undergo series of workshops and lectures if you ask me to do so when you hire me.

I have my Personal Data Sheet and other documents attached. I look forward to discuss with you in an interview how my skills and strengths can best serve your institution. Thank you very much.

Respectfully yours,


MADELYN B. ENAD
Applicant