

July 28, 2025

ULDERICO B. ALVIOLA
Department Head
Department of Development Communication
Visayas State University, Barangay Pangasugan
Baybay City, Leyte 6521

Dear Sir Alviola,

Good day, Sir!

I hope this letter finds you well. I am Vince Ivo Luis E. Geraldo, currently a Master of Science in Development Communication student at the Visayas State University. I am writing this letter to re-apply for a position as a Part-time Instructor in the Department of Development Communication.

Over the past two semesters, my teaching experience at the department has given me ideas on how to continue to improve myself as an educator, a development communicator, and as an individual.

I know that being a part-time instructor at the department is key in helping me reach my dreams. Just as I was when I first applied, I remain eager to learn and contribute to the department and to society as a whole. I am truly grateful for the opportunity to have served, and I hope to continue to do so.

Thank you very much for considering my application!

Sincerely,

VINCE IVO LUIS E. GERALDO