

Kizzy Mae S. Boja
Tabok, Hindang, Leyte
kizzymaeboja@gmail.com
+639639170178

September 10, 2022

Dr. Jett C. Quebec
Department Head
Department of Liberal Arts and Behavioral Sciences (DLABS)
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Quebec,

I am a fresh education graduate from Visayas State University. I have learned that the Department of Liberal Arts and Behavioral Sciences (DLABS) is hiring part-time instructors through the post on your page. Having a relevant degree in Language or Social Sciences was indicated as one of the minimum qualifications. Being a degree holder specializing in Social Studies, I am eager to secure a position in your esteemed department and contribute meaningfully to the attainment of your vision and mission.

Despite having no superior job experience, I believe I can transcend the role since the VSU Department of Teacher Education honed me for four years. As a future professional teacher, I can say that my experiences, especially in my teaching internship, helped me develop my skills and knowledge about the teaching profession. With the lenient guidance of my mentors, I was one of the Student Teaching Proficiency Awardees of the College of Education.

Truth being served, I still lack experience and professional title but I can guarantee that I can work and meet your expectations through my skills, knowledge, and values, especially with the added guidance of your department.

I am beyond grateful for sparing some of your time and attention for reading this far. I would love to hear from you regarding the job position details and begin the hiring process's next steps.

Sincerely,



Kizzy Mae S. Boja