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December 6, 2019

Winston M. Tabada
Department Head
Department of Computer Science and Technology
Visayas State University
Visca, Baybay City, Leyte 6521-A

Dear Mr. Tabada,

I am writing to apply for the position of Instructor (Substitute) posted in the university official Facebook Page, I wish to be considered as one of the viable professional applicants. I am well qualified for the position and would offer all that you would require for the post as mentioned in your advertisement. My enclosed resume will give you a further detail of my background.

During my years of teaching as a graduate student and an instructor, I have taught in more than two courses and each term. In my endeavor, I have been consistently earned a rating of "excellent" from both my students and other communication department faculty. I believe my teaching background and my private sector experience makes me an excellent candidate for the position of instructor in your department

Please refer my resume for more detail that will further substantiate my education and experience.

Thank you so much for your valuable time and consideration. You can call me at +639199552829 or email me at *boncalonjm@gmail.com*.

Sincerely yours,

Joshua Mhel Boncalon