

June 27, 2024

**Department of Arts, Languages and
Literature -VSU Main Campus**
Baybay City, Leyte

Dear Ma'am/Sir:

Greetings!

My name is Analyn B. Daban, a resident of Brgy. Lupig Sta. Rita Samar, showing my utmost interest in applying in your School as an **English Teacher Instructor**. I graduated with Bachelor of Secondary Education with a specialization in English from Leyte Normal University in the year 2023. I took the licensure examination for professional teacher last March, and by God's grace, I passed. I was an active student leader, a student council secretary, and the Student Teacher Vice President. I have equipped myself with skills and learnings which I have gained through the series of lectures and in the different seminars and trainings I attended in the past as well as my teaching internship experience at Leyte National High School and LNU Integrated Laboratory School.

I have a proven track record of maintaining a well-organized and streamlined environment and have demonstrated my ability to handle a variety of tasks effectively while maintaining the highest level of professionalism and confidentiality in the teaching and learning process. I am proficient in a range of modern technologies including Microsoft Office, PowerPoint, Excel, and other software and applications specific to be use in the field.

In addition to my teaching skills, I offer significant abilities and experience in organizing, prioritizing confidentiality of documents, and detailed preparation of reports and projects. My ability to get along well with others, to make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments.

In closing, I am excited about the opportunity to bring my unique blend of skills and experience to your School. I am confident that my ability to manage the diversity of learners, coupled with my strong interpersonal skills, will make me an asset to your School.

Thank you for considering my application.

Best Regards,

Analyn B. Daban

Applicant