APPLICATION LETTER

Emily V. Espejo

35 Tacay Road , Guisad

Baguio City Philippines

Email: evespejo@yahoo.com

Dear Sir,

     I am a teacher for 20 years, now.  I am a Bachelor of Science in Education graduate, major in History and minor in English.  I took up 18 units of Elementary Education which qualifies me to teach in the Elementary and Primary Levels.  I finished 18 units of my Master studies, majoring in Educational Management

     I would like to apply as a TEACHER, a vacancy you currently have.  I am hard-working, dedicated to my job.  I enjoy sharing ideas with friends and colleagues and I welcome new challenges. I turn them to adventures.  I enjoy working for the children.

     I live in the Philippines .  If you will employ me, I need you to support my application for a visa.  I am willing to pay for the expenses in the processing of my visa and even for my fare.

     Agencies in the Philippines demand, far too much, placement fees.   Most, if not all will ask an applicant for over a hundred thousand or two, or even more; this is aside from other expenses they will ask from each applicant.  I am praying hard that I will find my luck in the internet.  I hope I will find a place in your school.

     I hope that you will give my application a chance.

     God bless you and more power to you and your organization.

Very truly yours,

Emily V. Espejo

EMILY V. ESPEJO

35 Tacay Road

Guisad, Baguio City

Philippines 2600

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QUALIFICATION

            Licensed teacher. Had been teaching for the past 20 years, 16 years in the Elementary/Primary Level, 4 years in the Secondary/High School Level.  Dedicated to work, with good moral and can be depended to finish a task, flexible.

            As a classroom teacher, I take charge of 45 to 48 pupils/ students.  I record quizzes, assignments, seatwork, recitations, Periodical tests, attendance of pupils/students; enter grade in report card, make promotional reports at the end of the school year, make daily lesson planning, aside from answering queries of parents about their children/s academic and behavioral performances in class.  I take charge, too, when problems arise in class, for example, quarrels between or among students.  I try to be a mother to them, praise them when they exert efforts, prod them when they need to be pushed to excel or to pass, punished them according to the rules and regulations of the school.  There are times also that we make allowances for extreme circumstances.

            I am a classroom teacher and I am proud to be one.  I know I do my job well for most often my students/pupils tell me so.

EDUCATION

  Tertiary

1985      Bachelor of Science in Education, major in History, minor in English

18 units Elementary Education

18 units Master Studies (major in Educational Management)

Baguio Colleges Foundation (now University of the Cordillera)

ESL Certificate

1969                                Secondary

Saint Louise High School – Balatoc

Virac, Itogon, Benguet

1965                                Elementary/Primary

Balatoc Mines Elementary School

Balatoc Mines, Itogon, Benguet

WORKING EXPERIENCE

     Balatoc Mines Elementary School                1986 – 1992

     Balatoc Mines, Itogon

     Benguet

     Easter College (formerly Easter School )    1994 to present

     Guisad, Baguio City

PERSONAL DATA

Name                     Emelia V. Espejo aka Emily V. Espejo

Birthday                 May 30, 1953

Age                        54

Sex                        Female

Height                    5’2”

Weight                   140

Nationality              Filipino

Civil Status             Married

References:

Petronilo A. Ballesca

Poblacion Tuba,

Benguet

Angel Juan

Balatoc Mines Elementary School

Balatoc Mines, Itogon

Benguet