

<Date of Application>

<NAME OF SCHOOL/DEPARTMENT HEAD>

<Address of School/University>

Dear <School/Department Head>:

Greetings!

I am interested in applying for a <specific > teaching position. I believe that my work experience and education will make me a very competitive candidate.

I have a Bachelor's degree in Business Computer Applications, a Certificate in Professional Education, and units in Master of Arts in Educational Management (30 units as of this semester). I have experience in teaching ICT to high school and college students. Learning and excelling at new technologies as needed is not a hindrance, and I am confident and qualified to take on the tasks and challenges of teaching.

Please see my resume for additional information on my work experience. I can be reached any time via my mobile phone, 0921-239-0236. Thank you for your time and consideration. I look forward to speaking with you to see where my teaching skill set would be of the greatest benefit to the school/university.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Alfie Q. Arcelo', written in a cursive style.

Alfie Q. Arcelo

# Alfie Quinamot Arcelo

📍 Mananquil Subdivision, Lower Batinguel,  
Dumaguete City 6200

☎ 0921-239-0236

✉ [pyangix2004@yahoo.com](mailto:pyangix2004@yahoo.com)

🌐 [www.apyang.weebly.com](http://www.apyang.weebly.com)



## CAREER OBJECTIVE

It is my goal to combine my range of experience with my ability and share it with commitment toward the fulfilment of the institution's mission through my willingness and dedication to work hard, as well as to have a sense of loyalty and responsibility to my colleagues. As an educator, I strive to be a compassionate, enthusiastic, and intelligent teacher dedicated to fostering a student-centered classroom environment that is based on mutual respect and collaboration.

## PERSONAL INFORMATION

Age	: 36 years old	Date of Birth	: October 15, 1979
Status	: Married to Jan R. Arcelo	Birthplace	: Dumaguete City
Gender	: Female	Religion	: Roman Catholic

## EDUCATION

Graduate Studies	:	Silliman University Currently enrolled in Master of Arts in Educational Management (30 units as of this semester)
College	:	Silliman University, Dumaguete City Certificate in Professional Education 2010 - 2013 Bachelor of Science in Business Computer Applications 1999 – 2003
Secondary Education	:	St. Louis School – Don Bosco Dumaguete City 1992 – 1996
Elementary Education	:	Catherina Cittadini – St. Louis School Dumaguete City 1986 – 1992

## LICENSURE

- Licensure Examination for Teachers: June 2015
- Certificate of Eligibility (Civil Service Commission): October 2003

## WORK EXPERIENCE

- Project Research Assistant for SU-PHERNet Project 6 titled "ICT in Teacher Education in Region 7: Benchmarking, Training, and Technology Development towards Innovative Teaching and Learning". (2015–2016)
- Copy editor at SPi Technologies. (2011–2014)
- Project Assistant at the Institutional Advancement Office, Silliman University. (2009–2010)
- Editor at Western WATS, Philippines. (2005–2009)
- Order Management Assistant for Globelines Payments and Services. (April–July 2005)
- Computer Instructor at Foundation University, Department of Computer Studies. (2004–2005)
- Computer Education Teacher at Foundation University High School using the CAL (Computer Assisted Learning) System. (2003–2004)
- Student Assistant at the Office of the President, Silliman University. (2001–2003)

## SEMINARS/WORKSHOPS ATTENDED

- Adobe PhotoShop [Update] (February 13 & 21 and March 12, 2016)
- TEACHnology: Pedagogical Integration of ICT in Education (August 15–September 12, 2015)
- Foundations of ICT in Education [FICTE] (July 7–August 3, 2015)
- Copyediting Training, SPi Technologies. (June–September 2011)
- Editing Training, Western WATS, Philippines. (January 2006)
- Call Center Training, Western WATS, Philippines. (November 2005)
- 1<sup>st</sup> Visayas E-Learning Camp as Lecturer, Foundation University. (November 5-7, 2004)
- Desktop Publishing for Educators Using Adobe Pagemaker, Foundation University. (October 22–24, 2004)
- Research, Statistics and Data Interpretation, Foundation University. (October 7, 2004)
- Microsoft Licensing, Software Piracy, and Microsoft Product Overview: MICROSOUTH Phils, Foundation University. (August 17, 2004)
- Test Construction and Research, Foundation University. (July 24, 2004)
- Teaching Strategies, Foundation University. (June 12, 2004)
- Syllabi Making and Classroom Management, Foundation University. (June 5, 2004)

## CHARACTER REFERENCES

- Mrs. Joy V. Salatandre  
Secretary, Office of the President  
Silliman University, Dumaguete City
- Engr. Marife K. Villareal  
Faculty, College of Engineering and Design  
Silliman University, Dumaguete City
- Miss Mona Lisa T. Rada  
Supervisor, Copyediting Team  
SPi Technologies, Dumaguete City
- Dr. Dave E. Marcial  
OIC Dean, College of Computer Studies  
Silliman University, Dumaguete City