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July 29, 2024

Mr. Andrew A. Mazo

Department Head

Department of IHK

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am/Sir,

Greetings!


I have heard from your office that you are looking for part-time Physical Education instructors. I would like to apply for the said position.

I will be graduating this August 7, 2024, in Visayas State University with a Bachelor's degree of Physical Education.

My first teaching experience was when I did my internship at New Ormoc City National High School, Ormoc City, Leyte. This has widened my knowledge, skills and understanding of teaching in an actual classroom. I believe that my dedication, passion and commitment in teaching Physical Education would make a difference in the lives of the students and contribute to the development of the institution in general.

I hope that my qualification will meet your requirements and that you will grant me a personal interview to discuss my interest in this opportunity. Attached is my resume. Thank you so much for considering my application. God bless and more power to you!

Respectfully yours,



Beverly Anne M. Luchavez