

July 21, 2021

**Dr. Lourdes B. Cano**

**DIRECTOR**

Visca, Baybay City, Leyte  
Philippines 6521

Dear Dr. Cano,

I was pleased to learn of your need for a part-time instructor in the Institute of Human Kinetics. As my resume reveals, I will graduate from the College of Human Kinetics in July with a bachelor's degree in Physical Education. With my adequate experience and education in applying appropriate teaching and assessment methodologies particularly in an online setup, I am prepared to become an immediate team player within your organization.

My student teacher experiences equipped me with the necessary skills and competencies to efficiently conduct an online PE class. My student teaching experience includes a diverse student population with varying needs which I accommodated to with respect to fairness and equality. I have also developed my teaching skills through extracurricular activities such as basketball clinics and personal fitness training.

I feel passionate and qualified to take on the challenges that comes with teaching especially with the current set up. I am eager to demonstrate my teaching skills within a university that is committed to quality and inclusive education.

I look forward to an opportunity to meet with you (virtually) and further discuss my qualifications. Attached is my resume for your review. If the need arises, please feel free to contact me at +63 909 534 2656 anytime. Thank you for considering my application.

Warm regards,

A handwritten signature in black ink, appearing to read 'Garcia' followed by a stylized, cursive name.

**Mary Gabrielle J. Garcia**