

Poblacion Zone 5  
Baybay City, Leyte 6521  
0997 667 3033  
jhade.tan39@gmail.com

January 4, 2024

**CHARIS B. LIMBO – RIVERA**

Department Head  
Institute of Human Kinetics  
Visayas State University  
Visca, Baybay City, Leyte

To Whom It May Concern,

I am writing this letter with an earnest desire to serve and an outmost regard to your institution. I am applying for a position subject to your consideration with the following qualifications I humbly stated on my attached resume.

I am VASELLE JHADE L. TAN from Baybay City, Leyte. I recently completed my Bachelor's degree in Physical Education at Visayas State University Main Campus. I am a dedicated individual who aims to develop life skills and pedagogy through providing service to the education sector, and imparting valuable knowledge and experience to the learners.

I am optimistic that I met your standards as an applicant for teaching in your good academe. If you think I met the qualification you need, I should be pleased to attend an interview at your most convenient time.

I look forward to your favorable response. Thank you and God bless.

Very Truly Yours,



VASELLE JHADE L. TAN