

September 13, 2022

DR. CHARIS B. LIMBO

IHK Director

Visayas State Universtiy

Dear Dr. Charis:

Learning from a reliable source of your need for an Instructor to handle Physical Education subjects, I am much interested of the position.

I gained a Bachelor's degree in teaching major in Music, Arts, Physical Education and Health (MAPEH) with Latin Honors at the Visayas State University. I also maximize the skills that I learned by teaching Physical Education to College and Senior high school students during the Academic School year of 2019-2020 at the Institute of Human Kinetics. I gained knowledge and skills as well as building character and relationships with colleagues. I received an outstanding rating of work performance of teaching evaluated by students. I also have experience for more than a year in the BPO industry as a Virtual Assistant.

As an educator, I am always positive that my students will develop their skills as I provide the learning environment that caters' their individual differences, to think critically and scientifically, to learn independently and meaningfully and to entrust their self while nurturing strong relationship among their classmate's despite this global crisis.

I realized the important role of the teacher to youngsters for their holistic development and success. This is why my greatest goal is to educate young people that fitness will also help them boost their self-determination to become a successful and healthy citizen in the future.

I believe that my instructional abilities combined with skills, love, passion, commitment and dedication to educating my students would greatly benefit the institution.

Attached is my resume for your reference. Should you find my qualifications appropriate, I am willing to call up for an interview at your most convenient time.

Looking forward to working with the people in your institution and with this, rest assured of my highest competence and dedication to this very noble task.

Thank You and God Bless!

Respectfully yours,


DONNA JEAN L. PALARAN
Applicant