

August 2, 2023

DR. CHARIS B. LIMBO-RIVERA

Director, Institute of Human Kinetics

Institute of Human Kinetics

Visayas State University, Visca Baybay City Leyte

Dear ma'am,

I am Ralph Julius A. Buen, an expected graduating student of Bachelor of Physical Education in Visayas State University, Visca, Baybay City, Leyte on the 3rd day of August 2023. It is my genuine desire to apply as a Part-time instructor in your office as I feel I am a genuine candidate for the position. I have always taken the extra effort to consistently exceed the expectation of my duties and responsibilities assigned. I am confident that I would be the right candidate for the position given the backgrounds, knowledge, and teaching experience.

I enclosed here my curriculum vitae for more detailed information and other documents for your checking. I would greatly appreciate to hear my viewpoint on the suitability through an interview process. I would be more than willing to provide additional documents and references when required. You may contact me through my phone number at 09927841294 or through my email at ralphbuen07@gmail.com, at your most convenient time. Thank you for taking the time to read my application.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Buen', enclosed within a circular scribble.

Ralph Julius A. Buen

Applicant