

July 8, 2021

Dr. CHARIS B. LIMBO

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

Dear Ma'am:

Good day!

I am Nico R. Nayre, a graduate of Bachelor of Physical Education and Athletics Major in Sports and Wellness Management from the University of Santo Tomas. I am writing this letter to express my interest to work as a part time instructor to your institute.

I believe that the knowledge I have acquired in my undergraduate course, and my experience as a student-athlete have provided me with skills and understanding that could best meet and support your standards. I have a high regard for quality of work, and I take responsibilities assigned to me with due care and diligence. I have a good communication, interpersonal and leadership skills as well.

Having mentioned my qualifications, I believe that I would be able to make a significant contribution to your institute. I appreciate your time in reviewing my application, and it will be a pleasure for me if you would contact me. I would welcome hearing from you.

Thank you and more power!

Respectfully yours,



Nico R. Nayre

Applicant
Contact No.: (+639661778681)
Email: nayre.nico@yahoo.com