

Brgy. Salvacion
Abuyog, Leyte 6510
0939 264 5504
rhica.mendoza99@gmail.com

July 10, 2023

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 utmost regard to your institution. I am applying for a regular position for this upcoming school year 2023-2024 as an instructor. I completed my Bachelor's degree in Physical Education at Visayas State University Main Campus as a Cum Laude. I was also given an award as a student internship proficiency awardee as I accomplished my internship with an outstanding performance. I am a proud product of the Institute of Human Kinetics to whom I am aspiring to be a part of once again, especially that I got my license to teach.

I am a dedicated individual who aim to develop life skills and pedagogy through providing service to the educator sector, and imparting valuable knowledge and experience to the learners. As an eager person for teaching, I worked as a part time instructor at the Institute of Human Kinetics right after I graduated. I recently finished my training in information and communication technology in education. I decided to broaden my capabilities and I hope to apply for a teaching position once again for me to be able to impart knowledge and learn with you.

I am optimistic that I met your standards as an applicant for teaching in your good academe. If given the opportunity to work with you, I will be of good service with the institution and its people.

I look forward for your favorable response. Thank you for your time and benevolent support in starting my teaching career with you.

Sincerely Yours,

RHICA MAE G. MENDOZA
Applicant