

MR. NEIL MICHAEL M. CAVITE  
Bontoc, Hindang, Leyte, 6523  
[neilmichaelcavite@gmail.com](mailto:neilmichaelcavite@gmail.com)  
+63948-036-0804  
January 8, 2025

DR. ANDREW A. MAZO  
Director, Institute of Human Kinetics  
Visayas State University  
Visca, Baybay City, Leyte 6521

Dear Sir:

I am writing to express my strong interest on the Part-Time Instructor position at Institute of Human Kinetics. As an education graduate, a Licensed Professional Teacher and eligible for Civil Service, I am eager to contribute my knowledge, enthusiasm, dedication, and willingness to learn and help Institute of Human Kinetics achieve its goals.

I am confident that my academic background and transferable skills make me a suitable candidate for the role. I graduated in 2023 at Visayas State University with a Degree in Bachelor of Culture and Arts Education, Magna Cum Laude. I am currently enrolled in a Master's Degree program at Cebu Normal University major in Culture and Arts Education. Throughout my academic journey, I developed a strong foundation in relevant skills and subjects in culture, arts, and physical education which I believe can be effectively applied to the responsibilities of the Part-Time Instructor position in the offered courses of the institute.

Additionally, I have actively participated in various extracurricular activities and projects during my time at university, honing my abilities in leadership, teamwork, time management, problem-solving, and communication. These experiences have taught me the importance of adaptability, perseverance, and attention to detail, all of which are critical traits in any work environment.

I am enthusiastic about the prospect of joining your team and contributing my skills. I am confident that my dedication and eagerness to learn will enable me to quickly adapt to the demands of the role and become an asset to the institute. I have attached my resume, which provides additional information about my academic achievements and skills. I would greatly appreciate the opportunity to discuss my candidacy further in an interview.

Please feel free to contact me at +63948-036-0804 or [neilmichaelcavite@gmail.com](mailto:neilmichaelcavite@gmail.com) at your convenience. I look forward to the chance to contribute my energy and passion to the Institute of Human Kinetics' success.

Sincerely,

Neil Michael M. Cavite, LPT