

January 08, 2024

DR. CHARIZ B. LIMBO-RIVERA
Head of Institute of Human Kinetics
Visayas State University
Visca, Baybay City Leyte

Dear Ma'am:

I am writing this letter to you as I saw that there is job vacancy in your institution.

I am Shevaniah Laurente Celedio, 27 years old, single, and a resident of Brgy. Damulaan, Albura, Leyte. I graduated with a degree of Bachelor of Secondary Education major in Filipino last September 2021 from Visayas State University. I became a Licensed Professional Teacher (LPT) last December 2022.

In connection to this, I would like to apply as an Instructor I in IHK Department. With my experience, academic background and career interest, I believe I could guarantee to work well.

It is my goal to be sympathetic, keen, and intellectual individual who would make a helpful contribution to my future workplace. I am eager by the prospect of using my commitment to lifelong learning to develop new skills and provide the best support possible in my life's work.

I would like to take this opportunity to thank you for considering me for this position. I am looking forward to meeting you as soon as I am considered to further discuss my qualifications and experience. You may reach me at this number:

0945-591-4475.

Respectfully Yours,



SHEVANIAH L. CELEDIO

Applicant