NEIL MICHAEL M. CAVITE
Bontoc, Hindang, Leyte, 6523
neilmichaelcavite@gmail.com
+63948-036-0804
June 27, 2025

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

Dear Dr. Mazo,

I am writing to express my keen interest in the Part-Time Instructor position at the Institute of Human Kinetics. As a graduate of Bachelor of Culture and Arts Education from Visayas State University (Magna Cum Laude, 2023), a Licensed Professional Teacher, and a Civil Service eligible, I am eager to bring my knowledge, dedication, and enthusiasm to your esteemed institution.

Currently pursuing a Master of Arts in Education with major in Culture and Arts Education minor in Physical Education at Cebu Normal University, I have cultivated a strong academic foundation in culture, arts, and physical education. I believe these experiences have equipped me with the skills necessary to contribute meaningfully to the courses offered by the institute.
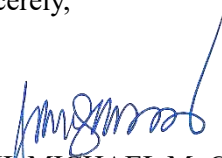
In addition to my academic background, I have been actively involved in various extracurricular initiatives, through which I have developed leadership, collaboration, time management, communication, and problem-solving skills. These engagements have instilled in me the values of adaptability, perseverance, and meticulousness which are qualities I consider essential in any educational and professional setting.

I am enthusiastic about the opportunity to become part of your academic team. I am confident that my passion for teaching and commitment to professional growth will allow me to meet the expectations of the role and contribute to the continued success of the Institute of Human Kinetics.

Enclosed is my résumé detailing my qualifications. I would welcome the opportunity to further discuss my application in an interview. Please feel free to contact me at +63948-036-0804 or via email at neilmichaelcavite@gmail.com at your convenience.

Thank you for your time and consideration.

Sincerely,

NEIL MICHAEL M. CAVITE
Applicant