

Poblacion Zone 5
Baybay City, Leyte 6521
0997 667 3033
jhade.tan39@gmail.com

August 17, 2023

SHALOM GRACE C. SUGANO

Department Head
VSU Integrated High School
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 outmost regard to your institution. I am applying for a position subject to your consideration with the following qualifications I humbly stated on my attached resume.

I am VASELLE JHADE L. TAN from Baybay City, Leyte. I recently completed my Bachelors degree in Physical Education at Visayas State University Main Campus. I am a dedicated individual who aims to develop life skills and pedagogy through providing service to the education sector, and imparting valuable knowledge and experience to the learners.

I am optimistic that I met your standards as an applicant for teaching in your good academe. If you think I met the qualification you need, I should be pleased to attend an interview at your most convenient time.

I look forward to your favorable response. Thank you and God bless.

Very Truly Yours,



VASELLE JHADE L. TAN