

16 August 2023

SHALOM GRACE C. SUGANO

Principal, VSU-IHS
Visayas State University
Baybay City, Leyte, Philippines 6521

Dear Ms. Sugano,

I am Rolando C. Dayondon III, and I am writing to apply for a job opportunity at Visayas State University Integrated High School as Instructor for Physical Education. As a recent graduate (Batch 2023) and first-time job seeker, I am eager to start my professional journey and contribute to a dynamic institution such as yours.


I possess a Bachelor of Culture and Arts Education degree from Visayas State University, which has equipped me with a solid foundation in Culture and Arts and Physical Education. During my academic years, I actively engaged in various projects and extracurricular activities, honing my abilities in problem-solving, teamwork, and effective communication. I also have been an officer of our barangay's Sangguniang Kabataan, and I am confident that my experiences in leadership and management may help me with this profession.

While my formal experience is limited, I am highly motivated and quick to learn. I am committed to developing my skills and making a meaningful impact in a work environment. I am confident that my passion for teaching and willingness to take on challenges would make me a valuable asset to your team.

Enclosed is my resume, which outlines my education, relevant coursework, and any other experiences that highlight my potential. I am eager to discuss further how my skills and dedication align with the goals and values of your company. My Transcript of Records and Diploma will be followed once I will receive it from the Registrar's Office.

Thank you for considering my application. I would be grateful for the opportunity to meet with you to discuss my candidacy further. Please find my contact information above for your convenience.

Sincerely,


ROLANDO C. DAYONDON III.
Applicant
BCAED Batch 2023