



February 11, 2023

BEATRIZ S. BELONIAS

Vice President for Academic Affairs

CHARIS B. LIMBO-RIVERA

Department Head, Institute of Human Kinetics

thru: **HONEY SOFIA V. COLIS**

Director, ODHRM

Visayas State University

Visca, Baybay City, Leyte

Dear Madame:

Good day! It has come to my attention that your prestigious institution has opened a position for a Part-Time Instructor for Physical Education. I sincerely express my desire to apply for the said position.

I am Ian Albert S. Pasturan, 23 years old, a graduate in Bachelor of Secondary Education Major in Music, Arts, Physical Education, and Health from Leyte Normal University. I underwent two shifts of teaching internship that honed my skill in handling students. As an adept teacher, I have well-rounded skills in lesson planning and student counseling that I am enthusiastic to use in developing students' body and overall wellness. I am currently a private tutor and I strive to provide my students with a challenging, stimulating, and healthy learning environment that will allow them to become active participants in the learning experience. These experiences have shaped me to be a better educator and person.

My internship and work experience also developed my knowledge in the use of computers. I am adept in the use of office software and during my time as an intern I utilized this skill in maintaining records, handling documents, and preparing reports. These experiences granted me excellent time management and organization skills to complete work on a deadline.

Attached herewith are my Curriculum Vitae, authenticated PRC license, and Transcript of Records for your reference and perusal. I am very much willing to do a demonstration and come for an interview at your most convenient time. I can be reached at 099668336962 / ianpasturan99@gmail.com. Thank you very much.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ian Pasturan', written over a horizontal line.

IAN ALBERT S. PASTURAN
Applicant