

July 4, 2025

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

Dear Sir,

I am Ralph Julius A. Buen, a former part-time instructor at the Institute of Human Kinetics, Visayas State University, Visca, Baybay City, Leyte. It is my genuine desire to apply as a part-time instructor in this institution as I feel I am a genuine candidate for the position. I have always taken the extra effort to consistently exceed the expectation of my duties and responsibilities assigned. I am confident that I would be the right candidate for the position given the backgrounds, knowledge, and experience.

I enclosed here my curriculum vitae for more detailed information and other documents for your checking. I would greatly appreciate to hear my viewpoint on the suitability through a demo/interview process. I would be more than willing to provide additional documents and references when required. You may contact me through my phone number at 09927841294 or through my email at ralphbuen07@gmail.com, at your most convenient time. Thank you for taking the time to read my application.

Sincerely,

A handwritten signature in dark ink, featuring a stylized 'R' and 'B' that are interconnected, with a horizontal line extending to the right.

RALPH JULIUS A. BUEN

Applicant