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To:
CHARIS B. LIMBO-RIVERA
Department Head
Institute of Human Kinetics
Visayas State University
Visca, Baybay City, Leyte



To Ma'am Limbo-Rivera,

Good day! I am Michael Anthony C. Manzanillo, writing to express my interest in the position of a Culture and Arts Instructor. I was informed about your university's job opportunity and it immediately caught my attention. I am a hardworking and dedicated individual. Having graduated with a latin honor, I know the value of diligence in one's work and how to adapt to the changes in environment. I have worked effectively individually and in group settings, I make sure that the quality of service that I deliver is exceptional in any aspect.

Upon seeing the core qualifications of the job, I am confident that I am a qualified candidate. I am aware of the position that I am applying for as an instructor under VSU's Culture and Arts Department. As someone who is skilled in communication both written and verbal, I can say that I will be able to bring good contributions to the university. Relaying structural and systematic information through communication is something that I am enthusiastic about. As a graduate of the fine arts, I know how it is to take information and translate them into a product of that collective thought. I am also a fast learner, who is very willing to learn about the type of work assigned to me.

I have had experiences in different fields where I was exposed to groups of people and individuals who needed coordination for plans to work. I was able to work for the University the last semester and I was able to help and contribute a lot of things to the program. I always made sure that if there were things to be done I would contribute any assistance I could to the faculty. One quality that I can guarantee to give to the community is my initiative and readiness to help, I can be an asset to both team and individual working environments. An innovative approach is what I aim to offer to the students for them to be able to experience things they have not yet experienced, because for us to truly create competent individuals in the program, we must be ready for change especially for the students that we handle. I believe that these qualities and experiences will help add to the quality of service that Visayas State University provides for their community and students.

Should you find my qualifications fit for the job, please do contact me through my number or email. Thank you for your time and I hope to be of service to the university if given the chance. Looking forward to hear from you soon and best regards.

Sincerely,


Michael Anthony C. Manzanillo