

Poblacion, Mahaplag, Leyte 6512
February 25, 2021

VENICE B. IBANEZ
Department Head
Department of Consumer & Hospitality Management
Visayas State University
ViSCA, Baybay City, Leyte

Dear Maam:

Good day!

It is an earnest desire to be part of your good office. I was told by one of the current instructors who is also my colleague in the department that you are looking for part-time instructors and I am interested in applying for that position.


My name is Ma. Theresa T. Pimentel, a graduate of Bachelor of Science in Hotel, Restaurant and Tourism Management (BSHRTM) specializing in Tourism Management from the Visayas State University (VSU), Visca, Baybay City, Leyte.

I believe that being an educator requires effective teaching which comes with being a good communicator and listener. Though I have not had a teaching experience yet, I believe I am ready to take the responsibilities of a teacher and impart the skills and learnings I have gained through the series of lectures I attended and in the different seminars and trainings I participated in the past. I have an ability to apply professionalism in the workplace, be responsible in doing the work that is needed to be done and being hardworking to do the tasks independently. Having communication skills also is very important as it enables to interact with other people and build relationship with them. I am also fast-learner, dedicated, and smart. I have attached my curriculum vitae for further description about myself.

I am hoping that you will give me an opportunity to have my first teaching experience and give consideration upon my application by recognizing my skills, talents and my future potentials.

Thank you and God bless!

Respectfully yours,

A handwritten signature in dark ink, appearing to read 'MTPimentel', with a stylized flourish at the end.

MA. THERESA T. PIMENTEL