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06/17/2025

DR. SYRENE P. NAYRE  
Department Head  
Department of Hospitality Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Nayre,

I am writing to express my interest in the Part-time Instructor position in the Department of Hospitality Management. I bring a background of both industry and academia, which I believe would contribute well to your program.

I have professional experience as a Guest Services Officer at a five-star hotel, where I developed valuable skills in operations, customer service, and workplace professionalism. Recently, I have also worked as a part-time Instructor in Tourism Management, allowing me to apply industry knowledge in a classroom setting and support student learning.

In continuation of my Bachelor's degree in Hospitality Management specializing in Food and Beverage Service – currently I am pursuing a Master's Degree in Management, further strengthening my capabilities in leadership, business operations, and instruction.

I am excited about the opportunity to share my experience and contribute to your academic team. Thank you for considering my application.

Sincerely,

Rheyl Mark L. Cabuquing