
August 12, 2023

Hannah Mae E. Quimbo

Department Head
Department of Tourism and Hospitality Management
Visayas State University
Visca, Baybay City, Leyte

Respected Madamme:

I am writing to express my interest in **Part- time Instructor Position**. Please accept this Letter with my Resume. Graduate BS in Hotel and Restaurant Management and currently finishing my Master in Management at Leyte Normal University and I already had Housekeeping NCII and NCIII.

The role is very fit to me, and I assure that my determination, willingness and education make me a highly competitive candidate for this position. My key strengths that would support my success in this position include:

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Communication Skill
- Flexible, Multi-tasking
- Strong attention to the detail

It is a great pleasure and honor to serve your fine institution and to continue my mission in imparting knowledge to your distinguished institution.

I am eager to have the chance to discuss this position with you in an interview. Please contact me any days at jessamontezon@gmail.com or my contact #09278567975. Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Jessabel A. Montezon

Applicant
