

January 28, 2022

Angelita L. Paradero

Department Head

Department of Business and Management

Visayas State University

Visca, Baybay City, Leyte

Dear Angelita L. Paradero,

I am interested in applying for Instructor Position that suited for my qualification in your company. I have a great interest of being instructor and would appreciate your consideration as candidate for the role.

I graduated with a degree of Bachelor in Science and Business Administration Major in Marketing Management last March 3, 2019. I believe that my degree in Business Administration (BSBA) major in Marketing from the Bestlink College of the Philippines. Graduated with Latin Honor as Magna Cum Laude has prepared me for the position. As a marketing graduate, I was equipped with the necessary knowledge and skills to help develop and drive effective marketing strategies.

With my current experience as a customer service representative. Handled customer's calls and responded to queries about service, product malfunctions, promotions and billing. Handled large volume of calls a day to day basis with a sense of calm and good work ethic. Developed successful tactics to sell products and services to customers. Work to understand the needs of each customers and address all customers concerns in timely and effective manner. I believe it will help me perform efficiently and effectively to this job.

During my college I was a working student in I Gadgets enterprise, where I handle our top clients, making strategies, making pricelist for sales department and incorporate company previous profile to a new one. Which I believe helps me enhance my knowledge and passion while enjoying with team members.

I appreciate the time you have taken to review my application letter. Since you likely received a number of applicants and letters for this open position. I am extremely grateful for the time you spent in reading about me and what would make me a good fit for this role.

I would love to talk to you in more detail regarding this amazing opportunity at your company. It would give me great pleasure to hear back from you regarding my application.

Sincerely,

JUNEVIER B. TENAJA