

Randy G. Omega  
Department Head  
Department of Tourism and Hospitality Management  
Visayas State University  
Visca, Baybay, Leyte

Dear Sir:

Good day! I may be the right person that best fits the qualification that your office is looking for. I am applying for a part-time instructor job and/or Instructor I position. My experiences and hands-on exposure have made me gain self-confidence, a sense of responsibility, commitment, dedication and love of work. I can adjust to varied situations and people; I can anticipate the needs in my work and I can work with minimal or no supervision at all from my direct supervisor after I have been oriented to my job.

I had been teaching as a part-time instructor in the Department of Tourism and Hospitality Management. Looking back, I worked as a teacher and as an F & B Coordinator at Santhiya Resort & Spa in Thailand. I was a Foreign Teacher Coordinator and Evaluator. From various exposures, I learned the conversational Thai Language and used my creativity and initiative in organizing English Camps that catered to the needs of elementary, high school, college and even professional working groups. I am currently studying Masters in Management in Sogod, Southern Leyte.

I am a BS in Tourism graduate from the University of San Jose-Recoletos, Cebu City, Philippines. My ESL teaching and F and B Coordinator experiences made me grow in my profession and allowed me to explore different opportunities in various fields.

Please refer to my resume and my references for more details about myself. You can contact me through my mobile number 0962 117 4112 and my email address: [orangefeliz@gmail.com](mailto:orangefeliz@gmail.com). I am willing to come for an interview at your preferred schedule.

Sincerely ,

Jennifer Capacio Dumaguing