

July 2, 2022

**BERT C. PEÑALOSA**

OIC Head, DBM

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

Herewith I send an application letter to express my interest in the position as part-time instructor at the Department of Business and Management.

I am a graduate of the Bachelor of Science in Agribusiness at Visayas State University. I have had experience over the past 2 years as an Assistant Restaurant Manager at Chowking Heart Center, Diliman, Quezon City, specializing in service management. In that position, I'm responsible for monitoring, evaluating, and analyzing the process in the internal operations, which includes supervising and iterating staff, understanding customer expectations of and needs from a product, engaging with customers and gathering product feedback, analyzing cause-effect when experiencing a bottleneck, and considering a solution for the bottleneck. Moreover, I also had teaching experience at the Department of Business and Management as a part-time instructor for 3 semesters.

I would love to have this opportunity so that I could share all my knowledge and experiences with my future students, if God-willing.

I look forward to an opportunity to meet you and further discuss my qualifications. Thank you for your kind consideration. I hope to hear from you soon.

Sincerely,



**MA. LORIEMAE M. ABASOLA**