

July 15, 2021

Ms. Venice B. Ibañez
Department Head
Department of Tourism and Hospitality Management
Visayas State University
Visca, Baybay City, Leyte 6521

Dear Ms. Venice,

Good day! I am interested to be part of your institution. I am an alumni in your prestigious university, a graduate of Bachelor of Science in Hotel, Restaurant and Tourism Management. I know that your institution will help me to my career and help me mold to become a better individual in my field. I believe that I would be an asset to your institution for it will provide me the ideal opportunity to both expand my skills and help your organization. I am currently working as an English as Secondary Language teacher and I believe that I'm fit to become part of your institution.

I have enclosed my curriculum vitae and personal data sheet for personal and achievement documents. I have both experiences and relevant seminars and trainings that I have attended backup with the theories learned during my study and internship which I can be able to apply in teaching or real work environment.

I am open to discuss with you my qualifications anytime convenient for you. Please do send me your text or call at 09776983830 or 09504970666 or email me at balitonjasmine0@gmail.com for a schedule interview.

Thank you for your kind consideration.

Sincerely Yours,



JASMINE G. BALITON

Applicant