

JULY 23, 2024

DR. SHALOM GRACE S. VEGA
PRINCIPAL

Good Morning!

Dear **Dr. VEGA:**

This is to convey my interest in seeking a full time/part time teaching position in High School or Senior High School Level. Specifically Food And Beverage Services.

I have a degree in Bachelor of Science in Hotel Restaurant and Tourism Management. I have also acquired a certificate for Food and Beverages Services NC II and Housekeeping NC II for having completed the competency requirements under the Philippine TVET Qualification and Certification System. I'm seeking the opportunity to implement my knowledge and skills and make contribution to teaching institution, and with my educational background. I am confident in my ability to teach Technical-Vocational Livelihood or any subjects related to my educational field.

Attached herewith are pertinent papers for your perusal and evaluation. I hope you find my education and experience worthwhile as a possible candidate to be a mold of today's youth.

Please feel to contact me at 0946-3191-480. I would enjoy the opportunity to meet you in order to discuss how my skills and experience will enable me to make valuable contribution to your institution.

Thank you very much,

Respectfully yours,



MARY DAWN L. MAZO
APPLICANT



Name: **MARY DAWN L. MAZO**

Address: Brgy. Gabas, Baybay City, Leyte

Email: marydawnlatras@gmail.com

Phone No: 09463191480

Summary of Qualification:

Extremely motivated and passionate in whatever I choose to do. Strong interpersonal and communication skill and know how to handle and deal with different kinds of people and circumstances. Equally effective working independently and in cooperation with other.

Educational Attainment

2016-2017 (22 units)	Bachelor of Secondary Education Saint Michael College of Hindang, Leyte, Inc. A. Bonifacio St., Poblacion II, Hindang Leyte
2009- 2016	Bachelor of Science in Hotel, Restaurant, and Tourism Management Visayas State University Visca, Baybay City, Leyte
2005 – 2009	Secondary Education Baybay National High School Baybay City, Leyte
1999 - 2005	Elementary Education Gabas Central School Gabas, Baybay City, Leyte

Professional Experiences:

ADMINISTRATIVE CLERK (MAY 2024-PRESENT)

VSU GUESTHOUSE AND PAVILION

ADMINISTRATIVE CLERK (MARCH 2019-PRESENT)

ALUMNI AND COMMUNITY RELATIONS OFFICE (ACRO)

Visayas State University

RECEPTIONIST (January 2017- May 2018)

VSU Balay Alumni

Visayas State University

Visca Baybay City, Leyte

BARISTA/VISCCAFAE (January 2016– December 2016)

VSU Balay Alumni

Visayas State University

Visca Baybay City Leyte

National Competency II (NCII)

Food and Beverage Services

National Competency II (NCII)

HOUSEKEEPING