

July 9, 2021

Venice B. Ibañez
Department Head
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am Venice,


I am writing this letter with regards to the job position in your department as a Part-time Instructor, I wish to be considered as one of the viable professional applicants.

My name is Gesel T. Añaves, a graduate of Bachelor of Science in Hotel Restaurant and Tourism Management in Visayas State University and currently working as a part-time instructor in your department. My experience working in your department has allowed me to share my knowledge and skills with students. The mode of communication in delivering the lessons to my students doesn't hinder me from doing my passion in teaching. With the help of the seminar, training, and experience I gain from my work, I became more confident about myself and more equipped with the skills and knowledge needed for this position.

Having these achievements and experiences makes me an excellent candidate for the position in your institution. I assure you that if ever hired, I will not waste this employment opportunity and devote my time to the attainment of the University's goals and objectives.

Thank you so much for your valuable time and consideration. I have enclosed a copy of my resume for your reference. You can contact me at 0905-856-3920 or email me at asevanagesel@gmail.com.

Sincerely,


GESEL T. ANAVESA
Applicant