

July 21, 2021

To whom it may concern;

Good day! I Ena Gen T. Tripoli, graduated last March 2018 with the degree of Bachelor of Science in Accountancy, an alumna of Mountain View College a Seventh-Day Adventist institution located at Valencia City, Bukidnon in Mindanao.

I am writing this letter with the intention of applying for the job your institution particularly the Department of Business and Management is hiring. I would like to apply for the Instructor I position with the job code of HDYCRO.

I believe that I am best fit for the job not only because I graduated as a business student but above all I have passion for teaching. I will assure you that I will give the service that you deserve hopefully if I am hired. I am as well looking forward to what can I improved socially, intellectually and mentally with your help.

Together with this letter is my Resume, Personal Data Sheet, Diploma and Transcript of Record.

I hope that you'll consider my application. Thank you and Godspeed!

Sincerely Yours,

Ena Gen T. Tripoli  
Applicant