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July 14, 2025

Ms. Doryn Jan L. Avila
Department Head
Department of Business and Management
Faculty of Management and Economics
Visayas State University
Visca, Baybay City, Leyte

Dear Ms. Avila,

Good day!

I am writing to formally express my interest in continuing to serve as a Part-Time Instructor at the Department of Business and Management under the Faculty of Management and Economics.

Last Second Semester of Academic Year 2024–2025, I was given the opportunity to be part of your department as one of the part-time instructors. The experience allowed me to apply my academic knowledge, connect with students, and contribute to the learning environment of the university. I found it both fulfilling and motivating, and I am eager to continue that role in the upcoming semester.

I hold a Bachelor of Science in Business Administration major in Financial Management, and I am a Civil Service Professional Passer and Chartered Financial Management Analyst. I also have relevant teaching and administrative experience, which I believe aligns well with the expectations of the position.

Attached are my Curriculum Vitae, Application Letter, Transcript of Records and other pertinent documents for your review. I would be honored to continue contributing to the department and am open to any schedule or subject assignment deemed appropriate.

Thank you for considering my application. I look forward to the possibility of working with the department once again.

Respectfully yours,

Mariah Kyle Biterbo Soller