

January 31, 2022

VENICE B. BAÑEZ

Department Head

Department of Tourism and Hospitality Management

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am,

Good day!

Please accept my letter of application for the position of College Instructor (part-time) in the Department of Tourism and Hospitality Management. I am confident that my experience and skills would be an asset to your company's growth and development. I have enclosed my resume for your review.

I have a Master's in Business Administration (36 units) at University of Cebu main campus, as well as over five years' experience teaching in the Department of Education Senior High School, Leyte Division. I look to bring my love of education, my well developed knowledge in this field, and my love for teaching to your college department. I am confident that this experience, my professional references, my communication and mentoring skills make me an excellent candidate for this position.

With this in mind, I ask that you contact me at kim.sardoma@deped.gov.ph and 09356934654 to schedule a time to discuss the position further. Thanks so much for your time and consideration.

Sincerely,

KIM R. SARDOMA