

February 23, 2021

Ms. Lourdes B. Cano

Director, ODAHRM

~~Visayas~~ State University

~~Visca, Baybay City, Leyte~~

Dear Ma'am Cano,

Herewith I send an application letter to express my interest in the position as part-time instructor at the Department of Business and Management.

I am a graduate of Bachelor of Science in Agribusiness at ~~Visayas~~ State University. I have had experience over the past 2 years as an Assistant Restaurant Manager at ~~Chowking~~ Heart Center, ~~Diliman~~ Quezon City specializing service management. In that position, I'm responsible to monitor, evaluate and analyze the process in the internal operations which includes supervising and iterating staff, understanding customer expectations of and needs from a product, engaging with customers and gathering product feedback, analyzing cause-effect when experiencing bottleneck and considering solution for the bottleneck. Moreover, I was also obliged to handle and manage the production process, marketing and human resource since to be flexible is a top requirement for a manager on-floor.

I would love to have this opportunity so that I could share all my knowledge and experiences in business operations to my future students if God-willing.

I look forward to an opportunity to meet you and further discuss my qualifications. Thank you for your kind consideration and hope to hear from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lorie Mae M. Abasola', with a stylized flourish at the end.

Ma. ~~Lorie Mae M. Abasola~~