

January 13, 2025

ALLYZA JANE TENEBRO TAPIL

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MR. MARK C. RATILLA

Dean
Department of Tourism and Hospitality Management
Visayas State University
Visca, Baybay City, Leyte

It is with great honor that I submitted this letter and other pertinent documents as my application for the position of Hospitality Management Teacher in your respectable university. I do believe that my skills, experiences, and passion for teaching would make a great contribution not just to the students but also to the institution.

I am a detail-oriented person with a knack for organization, proper documentation, and accomplishing reports assigned to me timely. Though, I don't have a face-to-face practice as a teacher in a specific school and I am still waiting for the enrollment of the Master of Management in Business Management in this same university, I can guarantee you that I have transferable expertise from my five (5) years of work experience including working in the Hospitality industry which has given me hands-on understanding in dealing with different guests and other front desk and reservation officer duties.

I also want to include my Online ESL teaching experience which has given me the opportunity to help Chinese and other foreign students achieve their goals by creating a lively, encouraging, and professional learning environment that is full of interaction and positive energy. With strong interpersonal skills, I have the ability to communicate effectively with students and parents that gave me numerous great feedbacks. Furthermore, I am passionate about teaching and genuinely learned the importance of shaping students' minds and leading them in the right direction. With these experiences, I mastered the ability in adapting my teaching style according to the specific needs of my students.

Thank you so much for taking your precious time to read my application. I will prayerfully wait to have an opportunity to discuss with you more of what other skills I may showcase in your university in the future. You may contact me through the following data above. May you have a great day ahead.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Allyza Jane T. Tapil', written in a cursive style.

ALLYZA JANE T. TAPIL