

## **APPLICATION LETTER**

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The Administrator  
Visayas State University, Visca  
Baybay City, Leyte, Philippines

Dear ma'am/sir:

Good day!

I am writing this letter because I'm interested in applying in the part-time instructor position at the Department of Tourism and Hospitality Management, I can guarantee you that I am passionate with my work and is fairly trained in the industry.

I have completed my degree in Bachelor of Science in Hospitality Management at Visayas State University-Baybay Campus. I, myself wants to work at your institution to share my knowledge and learnings to your beloved students. I'm a person who has a strong work ethics which keeps me motivated in doing my tasks. I've been exposed being a service crew in the Banquet Department at Sabin Resort Hotel as part of my pre-practicum. I'm personally organized, responsible in my duties, can work under pressure, flexible, and is always willing to be trained and taught.

Thank you so much for your time and consideration. For your reference, I've included my CV for further review of my qualifications. Please do let me know if you would like any additional information, you can contact me in my email [aligwayjoanegay@gmail.com](mailto:aligwayjoanegay@gmail.com) and my cellphone number is +639383838599. I'll wait for your response.

Very truly yours,

  
**Joane Gay L. Aligway**