

Visayas State University  
Visca, Baybay City, Leyte  
July 8, 2021

Department of Tourism and Hospitality Management  
Department Head  
Mrs. Venice B. Ibañez

Dear Ma'am Venice,

Good Day!

Please accept my letter of application to re-apply for a position as part time instructor in your department, Department of Tourism Hospitality Management and I myself would like to be considered for this position.

I graduated the degree of Bachelor of Science in Hotel, Restaurant and Tourism Management at Visayas State University on April 13, 2016 and applied my 4 year degree knowledge at Quest Hotel and Conference Center Cebu as a Procurement officer from April 19, 2016 up to March 15, 2017. During the employment I was responsible for procuring hotel needs for all departments. I was also responsible for securing hotel partners and suppliers who could meet the hotel needs and demands. I was then later employed at Acedilla Technological Institute, Inc. as TESDA officer from May 29, 2018 up to June 15, 2019. My duties and responsibilities as TESDA officer were handling and facilitating TESDA scholarship Programs, Assisting and Processing NC2 certificates, Monitoring TESDA Assessment Centers and registration Documents and at the same time I was also handling and supervising students at Acedilla Technological Institute regarding OJT Matters and academic matters. During my employment at Acedilla Technological Institute I later then discovered my love for teaching so I then decided to enroll at Franciscan College of Immaculate Concepcion at Baybay City, Leyte. I took up Bachelor of Science in Secondary Education major in English and graduated in the year 2020.

Now at present I am much honored to have taught for the Department of Tourism and Hospitality Management during this second semester 2020-2021. This experience has given me so much joy and determination in teaching the DTHM Students in providing them the needed knowledge and skills to be the best graduates of VSU and of the department and through it I have realized my true desired profession and would love to develop it even more if given the chance. I look to bring my love for teaching, my well-developed knowledge in this field and my love for teaching at your College Department contributing to equipping, guiding and nourishing student with the needed knowledge they acquire in order for them to be competitive graduates and to succeed in their chosen career.

With this in mind I have enclosed my resume for your review and for any further concerns you may contact me at [marjoriebugatan7@gmail.com](mailto:marjoriebugatan7@gmail.com) and 0999-429-8720. Thank you so much for your time and consideration.

Best Regards,

  
Marjorie B. Bug-atan