

February 20, 2023

HANNAH MAE E. QUIMBO

Department Head
Department of Tourism & Hospitality Management
Visayas State University
Visca, Baybay City, Leyte

Subject: **APPLICATION FOR PART-TIME INSTRUCTOR**

Dear Ma'am,

As a passionate instructor with almost 2 years of experience in teaching, I was thrilled to see your opening for an instructor position. I'm a great fan of the modern teaching techniques you implement at Department of Tourism & Hospitality Management and I'm sure my expertise in context-based teaching may contribute to your department.

In my previous position, I designed a course and lessons in Business Administration, Tourism and Hotel Management subjects such as:

Visayas State University

- **Risk Management (Safety, Security and Sanitation)** – BSHM I & BSTM I
- **Organization & Management** – BSHM I & BSTM I
- **Strategic Marketing** – BSTM III

ACLC College of Ormoc

- **Operation Management** – BSHM I
- **Production & Operation Management** – BSBA I
- **Monetary Policy and Central Banking** – BSBA II
- **Investment & Portfolio Management** – BSBA III
- **Strategic Management** – BSHM III
- **Risk Management** – BSBA IV

In my previous teaching experience, I created state-level authorial lesson plans that combined various curriculum elements and incorporated a number of technological novelties and preparations like T.O.S, manuscript, answer keys and syllabus. I know that what you value the most is versatility, modern approach and teaching based on real-life examples. I will be glad in applying and sharing to the students my 5-year work engagement in the corporate world particularly in BGC and Makati Business Districts.

What I also love about teaching is that you can support their natural development on a daily basis. I'll be happy to use my knowledge about positive reinforcement techniques to create an encouraging learning environment and help students reach learning goals at their own pace.

I hope you will consider me.

Respectfully yours,

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Jerwin de la Cuesta

Applicant