

January 30, 2022

Angel L. Paradero
Department Head
Department of Business and Management
Visayas State University, Baybay City, Leyte

Dear Ma'am,


I found out about your opening for a part-time instructor through a friend of mine who is one of your members in the department. I am very much interested to apply for the open position. I have filled up the application form and had enclosed the resume while the remaining necessary documents will be followed short after.

I am a graduate with a bachelor degree in Agribusiness and have been taught mostly of the core functional areas of management which relates to marketing, human resources, operations and finance. As I had been active in participating in class activities during college, I believe that I had gained satisfactory knowledge of which I can partake to the students, if given a chance. Moreover, as this course also conducted workshops about SPSS, I had basic knowledge of the application which I can use for future research activities.

Having only a bachelor's degree and no prior working experience, I would say that I am more at a disadvantage than other possible applicants. However, I pride myself as someone who is passionate and self-driven. I am also someone who always likes to challenge oneself. For me, the harder the task is, the harder I thrive for it. I viewed teaching as one of the hardest job as it requires specific teaching skills, patience and dedication to be able to develop and improve the welfare of the students. Most importantly, not only does this job will hone the students but also myself. Whatever I am lacking, I am confident that it can be learned and developed especially if an individual is serious of his/her job and is willing to take measures to be able to succeed.

Thank you so much for reading my letter and I am looking forward for a positive response from you. Good day and God bless you always!

Sincerely yours,


RIZA MAE A. ABADENAS
Applicant