

July 23, 2022

**JETT C. QUEBEC**  
**Department Head**  
**Department of Liberal Arts & Behavioral Sciences**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

Sir,

I am writing this letter to express my interest in the position of **Instructor (Part-timer)** currently available in your highly respected department.

I am Shara Liz D. Brehonio, a graduate of Bachelor of Science in Hotel and Restaurant Management major in Cruise Ship Management at Palompon Institute of Technology last March 20, 2018. In addition, I earned my 18 units or supplementary units last year with my major Social Studies at Saint Joseph College Maasin City, Leyte.

I believe that my field exposure during my school days as an unit earner and my previous work experiences have helped me a lot to develop qualities that would make me one of your assets. I have been an online English Teacher, a private school teacher, and a private tutor. I have acquainted myself with a range of skills that would allow me to do my job efficiently and effectively.

I have enclosed my personal data sheets and credentials for your reference. With this, rest assured of my dedication to this dignified mission. I hope that my above request merits your kind, understanding, and favorable response. Please feel free to contact me at 09286296510 or at [sharalizbrehonio@gmail.com](mailto:sharalizbrehonio@gmail.com)

Thank you and more power.

Respectfully yours,

**SHARA LIZ D. BREHONIO**  
Applicant