

APPLICATION LETTER

August 17, 2023

HANNAH MAE E. QUIMBO

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

Dear Ma'am Hannah,

I am writing you this letter to your good office to express my sincere desire to apply for the **Part-Time Instructor** position in the Department of Tourism and Hospitality Management. My name is Shania Marie G. Albaracin, a BS Hospitality Management graduate from Visayas State University and previously employed with ACLC College of Ormoc as a hospitality management instructor.

In light of my previous experience as an instructor and the trainings that I have undergone, I am certain that I possess most of the skills you sought and can work effectively for your institution. I am a self-motivated individual who possess the ability to:

- Teach subject matters like Food Service Operations, Housekeeping Services, Tourism and Hospitality Marketing, Entrepreneurship in T&H, and Transport Services to college students and TESDA scholars.
- Teach over 100 students concurrently while providing a high degree of education customization when required.
- Create and maintain a welcoming, friendly, engaging, and nurturing classroom environment where all students feel comfortable.
- Develop syllabus, lectures, and prepared students for quizzes and exams.

I believe my teaching background and private sector experience makes me an excellent candidate for the position of instructor of your institution. Moreover, I am a detailed and accuracy-oriented individual offering exceptional work ethic and can be flexible at all times. With strong interpersonal skills, I have the ability to communicate effectively with fellow colleagues. I always prioritize the satisfaction of the people around my working environment, and I believe that this is something I can accomplish for and alongside you.

Utilizing these abilities, I would be able to contribute to your institution's bottom line. You can assess my qualifications for the position by reviewing the documents that I have attached. I look forward to hearing from you soon and would be happy to come in for an interview. Thank you for your time and consideration.

Sincerely,


SHANIA MARIE G. ALBARACIN
Applicant