

July 07, 2021

**LOURDES B. CANO**

Director, ODAS/HRM  
Visayas State University  
Baybay City, Leyte

Thru:

**ANALITA A. SALABAO**

Department Head  
Department of Business and Management  
Visayas State University  
ViSCA, Baybay City, Leyte

Dear Ma'am,

Please accept my letter of application for the position of **College Instructor (Part-Time)** of Department of Business and Management. I am well qualified for this position, and offer all that you require in your advertisement. I have enclosed my resume for your review.

I have a 6-Month Teaching experience in prestigious university, Visayas State University from Department of Business and Management, as well as over 5 years' professional experience. I, myself, commandeered approximately 10 classes a semester, with each class having an enrollment of approximately 30 students. I look to bring my love of education, my well-developed knowledge in this field, and my love for teaching to the university. I am confident that my strong technical and operational experience and education, my professional references, my communication and mentoring skills make me an excellent candidate for this position.

My key strengths that would support my success in this position includes:

- I strive continually for excellence with demonstrating integrity and professionalism.
- I provide exceptional contributions to students through advanced education strategies.
- I can execute all the duties and tasks very well in due time.

With a BS degree in Agribusiness (Cum Laude), I have a comprehensive understanding of the full growth of the degree. I also have experience in supervising the overall operation as appropriate. Please see my resume for additional information on my experience.

I can be reached anytime via email at michelle.dagwan@vsu.edu.ph or by cell phone, 09380041118.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

  
Michelle Serato Dagwan