

September 4, 2022

VENICE B. IBÁÑEZ

Department Head

Department of Tourism and Hospitality Management

Visayas State University

Visca, Baybay City, Leyte

Greetings!

I am writing this letter express my sincere desire to apply for the part time instructor position in your department. I have recently obtained my Bachelor's Degree in Hospitality Management and graduated as Cum Laude. As of now, I am currently enrolled for my Master's Degree in Management Major in Business Management.

As a fresh graduate, I lack teaching experience. However, I have a substantial hands-on experience in the Hospitality industry. I also underwent Flexible Industry practicum about hotel operations with Hospitality Institute of America – Philippines. I believe that the opportunity to work with you can help your students achieve their goals by creating an inclusive and encouraging learning environment. With strong interpersonal skills, I have the ability to communicate effectively with students, parents, and fellow colleagues. I am hard-working, a fast learner who strives to build new skills, a kind person and an excellent communicator. I always prioritize the satisfaction of people around my working environment. I believe that this is something I can accomplish for and alongside you.

Attached herewith is my resume and supporting documents so you may further review my qualifications for the position. My cell phone number is 09465347237, and my email is shania.albaracin@gmail.com.

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