


# Michael Anthony C. Manzanillo

macmanzanillo@gmail.com 

(+63) 9272989895 

Baybay City, Leyte 

macmanzanillo.wixsite.com/website 

linkedin.com/in/macmanzanillo 

September 9, 2022

To:  
CHARIS B. LIMBO  
Department Head  
Institute of Human Kinetics  
Visayas State University  
Visca, Baybay City, Leyte



To Ma'am Limbo,

Good day! I am Michael Anthony C. Manzanillo, writing to express my interest in the position of a Culture and Arts Instructor. I was informed about your university's job opportunity and it immediately caught my attention. I am a hardworking and dedicated individual. Having graduated with a latin honor, I know the value of diligence in one's work and how to adapt to the changes in environment. I have worked effectively individually and in group settings, I make sure that the quality of service that I deliver is exceptional in any aspect.

Upon seeing the core qualifications of the job, I am confident that I am a qualified candidate. I am aware of the position that I am applying for as an instructor under VSU's Culture and Arts Department. As someone who is skilled in communication both written and verbal, I can say that I will be able to bring good contributions to the university. Relaying structural and systematic information through communication is something that I am enthusiastic about. As a graduate of the fine arts, I know how it is to take information and translate them into a product of that collective thought. I am also a fast learner, who is very willing to learn about the type of work assigned to me.

I have had experiences in different fields where I was exposed to groups of people and individuals who needed coordination for plans to work. During my days in college, I have experienced teaching young kids art during our organizations' community development activities, and was given opportunities to perform art demonstrations at schools for students' lectures. I have successfully accomplished tasks where multitasking was needed for optimum results, I make sure that any task given to me is handled with professionalism and responsibility. During my post-graduation period, I have dabbled in fields that were different from my program. I ventured the digital arts and was able to do freelance commissions and client-based works, wherein I was given the opportunity to hone my craft in making art other than the traditional way on canvasses. I believe that these qualities and experiences will help add to the quality of service that Visayas State University provides for their community and students.

Should you find my qualifications fit for the job, please do contact me through my number or email. Thank you for your time and I hope to be of service to the university if given the chance. Looking forward to hear from you soon and best regards.

Sincerely,

  
Michael Anthony C. Manzanillo