

July 7, 2020

NILDA T. AMESTOSO  
OIC- Head, Department of Business and Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Good day.

I am Clarisse Sumodobila, a licensed accountant with experience in external audit for almost 2 years. Last semester, school year 2019-2020, I was able to experience being a part time instructor in your department.

This upcoming school year, I would like to experience being a regular instructor in your department. Though I am still planning to pursue my second degree, this would also be a great opportunity for me not to lose sight of the knowledge I acquired from my first degree.

Rest assured, I will not compromise my quality of work due to my responsibilities as a student.

Should you wish to contact me, I can be reached through my mobile number: 09107758103 and through email ([sumodobilaclarisse@gmail.com](mailto:sumodobilaclarisse@gmail.com)).

I hope to hear from you soon.

Thank you.

Sincerely,

Clarisse A. Sumodobila  
Applicant