

September 04, 2022

VENICE B. IBAÑEZ

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

Subject: **APPLICATION – INSTRUCTOR POSITION**

Dear Ma'am,

As a passionate teacher with 1 year of experience in teaching, I was thrilled to see your opening for an instructor position. I'm a great fan of the modern teaching techniques you implement at Department of Tourism & Hospitality Management and I'm sure my expertise in context-based teaching may contribute to your department.

In my previous position, I designed a course and lessons in Business Administration and Hotel Management subjects such as:

- **Operation Management – BSHM I**
- Production & Operation Management – BSBA I
- Monetary Policy and Central Banking – BSBA II
- Investment & Portfolio Management – BSBA III
- **Risk Management with TQM – HRT III (TESDA)**
- **Strategic Management – BSHM III**
- Risk Management – BSBA IV

At ACLC College of Ormoc, where I previously worked, I created state-level authorial lesson plans that combined various curriculum elements and incorporated a number of technological novelties and preparations (T.O.S, manuscript, answer keys and syllabus). I know that what you value the most is versatility, modern approach and teaching based on real-life examples. I will be glad in applying and sharing to the students my 5-year work engagement in the corporate world particularly in BGC and Makati City, Business Districts.

What I also love about teaching is that you can support their natural development on a daily basis. I'll be happy to use my knowledge about positive reinforcement techniques to create an encouraging learning environment and help students reach learning goals at their own pace.

I hope you will consider me.

Respectfully yours,

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Jerwin de la Cuesta
Applicant