

July 1, 2024

MARK C. RATILLA

Head, DBM

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Ratilla,

I am sending an application letter to express my interest in the position of part-time instructor at the Department of Business and Management.

I am a graduate of the Bachelor of Science in Agribusiness “Cum Laude” at Visayas State University (VSU) in June 2018 and will be graduating with a Master of Management, majoring in Business and Management, on August 6, 2024, at the same school.

Moreover, I had teaching experience at the Department of Business and Management at VSU as a part-time instructor for two (2) years (2021–2023). Also, I had experience over the past 2 years (2018–2020) as an assistant restaurant manager at Chowking Heart Center, Diliman, Quezon City, specializing in service management. With the position, I’m responsible for monitoring, evaluating, and analyzing the process in the internal operations, which includes supervising and iterating staff, understanding customer expectations of and needs from a product, engaging with customers and gathering product feedback, analyzing cause-and-effect when experiencing a bottleneck, as well as considering solutions.

I would love to have this opportunity so that I could share all my knowledge and experiences with my future students, if God willing.

I look forward to the opportunity to meet you and further discuss my qualifications. Thank you for your kind consideration. I hope to hear from you soon.

Sincerely,


MA. LORIE MAE M. ABASOLA