

Dr. Syrene P. Nayre Head,
Department of Hospitality Management
Visayas State University Baybay City, Leyte
Dear Maam:

Good day!

I am writing to express my interest in the part-time instructor position in the Hotel Management Department. I believe my qualifications and experience make me a strong candidate for the role you are looking to fill. With a solid background in the hospitality industry and hands-on teaching experience, I have developed self-confidence, a deep sense of responsibility, and a strong commitment to excellence in my work. I am passionate about sharing knowledge and dedicated to fostering a positive and productive learning environment. I am highly adaptable to different situations and personalities, and I can work independently with minimal supervision once properly oriented to the role. My ability to anticipate workplace needs allows me to contribute effectively to any team or department.

I had been teaching as a part-time instructor in the Department of Tourism and Hospitality Management. Looking back, I worked as a teacher and as an F & B Coordinator at Santhiya Resort & Spa in Thailand. I was a Foreign Teacher Coordinator and Evaluator. From various exposures, I learned the conversational Thai Language and used my creativity and initiative in organizing English Camps that catered to the needs of elementary, high school, college and even professional working groups. I am currently studying Masters in Management in Sogod, Southern Leyte.

I am a BS in Tourism graduate from the University of San Jose-Recoletos, Cebu City, Philippines. My ESL teaching and F and B Coordinator experiences had made me grow in my profession and I am happy and proud about it. Please refer to my resume and my references for more details about myself. You can contact me through my mobile number 0962 117 4112 and my email address: orangefeliz@gmail.com. I am willing to come for an interview at your preferred schedule.

Sincerely ,

Jennifer Capacio Dumaguing