

**DORYN JAN L. AVILA**

Department Head  
Department of Business and Management  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**

Director, HRMD  
VSU, Baybay City, Leyte

Dear Ma'am:

I am writing to express my interest in the position of Part-Time Instructor in the Business and Management Department at Visayas State University, as posted on your site. I am a graduate of Bachelor of Science in Accounting Technology at Western Leyte College and has 18 units Professional Education at Eastern Visayas State University.

I have a strong academic background in business and almost five years of professional experience in corporate industry which I believe vital for being an Instructor on the said Department. I am confident in my ability to contribute meaningfully to your faculty and support the academic development of your students. My past experiences in corporate world has allowed me to bring real-world insights into the classroom, bridging theory and practice effectively. I am passionate about education and committed to fostering a learning environment that encourages critical thinking, collaboration, and innovation.

Thank you for considering my application. I look forward to the opportunity to contribute to your academic team.

Sincerely,



**NIÑA JESSA Y. TANJAY**

Applicant