

SYRENE P. NAYRE

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

Dear Ms. Nayre

I am writing to express my interest in the part-time Instructor position in Hospitality Management at Visayas State University. As a graduate of Hotel, Restaurant and Tourism Management with a year of teaching experience and a solid administrative background, I am eager to contribute to the department's continued success, especially in the area of Food and Beverage Management.

Over the past year, I have had the opportunity to teach core hospitality subjects, including food and beverage service, where I integrated both theory and industry practice to create an engaging classroom experience. My six years as an administrative clerk at Visayas State University have also given me valuable insight into the university's systems and culture, as well as strengthened my organizational and communication skills—both essential in managing classes and interacting with students effectively.

With a focus on professionalism, service excellence, and practical knowledge, I aim to help students not only understand industry standards but also develop the confidence and work ethic required to thrive in real-world hospitality settings.

It would be a privilege to continue serving the university in an instructional capacity. I am available for flexible teaching schedules and would be happy to assist in curriculum development, student activities, or other departmental initiatives as needed.

Thank you very much for considering my application. I have attached my résumé and teaching credentials for your review. I look forward to the opportunity to discuss how my background and passion for hospitality education align with the needs of your department.

Sincerely,



MARY DAWN L. MAZO