

July 22, 2020

**VIRGELIO M. ALAO**

Department Head

Department of Statistics

Visayas State University

ViSCA, Baybay City, Leyte

Dear Sir Alao,

Greetings!

I am writing to apply for the Instructor position at Visayas State University recently announced in your department. I have a degree of Bachelor of Science in Statistics and presently studying in the same institution for my master's degree in Management major in Business Management. I am very much interested to learn and work as an Instructor wherein I can share my expertise and skills to others and at the same time grow as a person.

With my educational background and experiences, I am confident to take on the challenges that teaching offers. With my knowledge and skills in the field of Statistics, I believe that I am able to provide information and inculcate effectively the minds of the students especially in the application and significance of Statistics. I am enclosing my resume, transcript of records, and other supporting materials for more detail that will further substantiate my education and experience.

I would like to welcome an opportunity to be part of VSU especially in the Department of Statistics as a college Instructor. Thank you so much for your valuable time and consideration, and I look forward to hearing from you soon. You can contact me at 09558669709 or email me at [meralebante@gmail.com](mailto:meralebante@gmail.com).

Sincerely,

  
**MERALYN R. LEBANTE**