

22 July 2020

Virgelio M. Alao

Department of Statistics
College of Arts and Sciences
Visayas State University
Visca, Baybay City, Leyte

Dear Mr. Alao,

Greetings!

A woman with high regard for your institution and with an earnest desire to serve in capacity in which the following qualifications were must be adopted, is applying for a position subject to your consideration.

I am Fabienne Ann V. Suganob, a graduate of your institution, 21 years old. I joined different organizations in and out of the school that help developed my leadership and self-confidence.

Enclosed are my requirements for more information. I am optimistic that all my qualification as an applicant for Instructor would meet your standards for hiring.

If you think I met the qualifications you need, I am much willing to come for an interview at your most convenient time.

Thank you so much and I'll wait for your favorable response.

Very truly yours,



FABIENNE ANN V. SUGANOB