

August 7, 2023

**BERT C. PEÑALOSA**

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

Dear Sir Peñalosa,

Greetings!

I am writing to apply for the Instructor position for the 1<sup>st</sup> semester AY: 2023-2024 at the Department of Business and Management (DBM), Visayas State University, with regard to your post at [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph). I have a degree of Bachelor of Science in Statistics and a Master's degree in Management major in Business Management. In terms of my teaching experience, I have experienced teaching management courses last 2<sup>nd</sup> semester of AY: 2022-2023 at the DBM and Statistics subject courses for five consecutive semesters, starting the 1st Semester of AY: 2020-2021 at the Department of Statistics. With my educational background and previous teaching experiences, I am confident to take on the challenges that teaching Management subjects offers. Also, with my knowledge and skills both in the field of Statistics and Business Management, I believe that I can provide information and effectively teach students, especially in the application and significance of management theories, principles, and practices and relating Statistics to the field of Business Management. I am very much interested to learn and work as an Instructor wherein I can share my expertise and skills with others and, at the same time, grow as a person.

I am enclosing my resume, transcript of records, and other supporting materials for more details 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 Business and Management 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 09186364693 or email me at [mr.lebante@vsu.edu.ph](mailto:mr.lebante@vsu.edu.ph).

Sincerely,

A handwritten signature in dark ink, appearing to read 'MRL', with a large, stylized circular flourish to the left.

**MERALYN R. LEBANTE**