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HUMAN RESOURCE DEPARTMENT  
Visayas State University  
VisCA, Baybay City Leyte

Dear Ma'am/Sir;

I am writing this letter to apply for an Instructor position at Department of Mathematics. I learned about the position through jobs.vsu.edu.ph. It would be a great privilege and opportunity for me to be part of VSU System.

I am a graduate of Bachelor of Science in Civil Engineering at Visayas State University – Main Campus last July 2020. I just passed the recently concluded May 2022 Civil Engineering Board Exam.

It would be a pleasure for me to discuss the opportunities. You can contact me at +63 9070 273470 or send me your message through email (bdngamutan@gmail.com) and facebook (Ben Gamutan) for further verification along with this application.

Together with the cover letter, I attach herewith my resume for your full consideration. I appreciate your time reviewing my application, and it will be a pleasure for me to attend an interview with you at your convenient time. I would be very much excited and pleased to be informed as one of the chosen Instructor.

Sincerely,



BEN DANIEL N. GAMUTAN