

July 23, 2020

**VIRGELIO M. ALAO**  
Department Head  
Department of Statistics,  
Visayas State University  
Visca, Baybay City, Leyte.

I am writing this letter to inquire about the possibility of having my skills match up with the teaching job opportunity in the Department of Statistics.

I am a degree holder from (VSU) Visayas State University, as a graduate in Bachelor of Science in Statistics. I am licensed Professional Teacher and has passed the professional civil service eligibility. I have acquainted myself with a range of teaching skills that allow me to be dynamic in the field of working. I have a teaching experience for three consecutive years in Philippines, Sri Lanka, and Korea. My teaching experiences especially at STI afforded me the opportunity to assume responsibilities of a Statistics instructor.

I am a versatile, an analytical and hard-working Statistician with a practical hands-on approach; able to collect and analyze information, digest facts/figures and grasp complex of technical issues relating to data analyses and interpretation; able to speak English language and proven ability to communicate in a diverse environment

I am available to fill this opening and can begin to work immediately after hiring.

I can be reached through my email address ([dhelnunez94@gmail.com](mailto:dhelnunez94@gmail.com)) and my mobile number (0921-058-0715).

Thank you for your consideration and the time you have spent reviewing my resume. I look forward to speaking with you about this employment opportunity.

Sincerely,

**EDELYN P. NUÑEZ**  
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