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July 08, 2021

Dr. Analita A. Salabao  
Department of Business and Management  
College of Management and Economics  
Visayas State University  
ViSCA, Baybay City, Leyte  
6521-A, Philippines

Dear Dr. Salabao,

I am writing in response to the advertisement for the Instructor I-Substitute position at the Department of Business and Management, as advertised on the University website. I know that my education and background would again, a welcome addition to your institution. I took great pride in teaching and taking on the extra task of instructing students on the basics of this field. Working in the Department of Business and Management for four years made me familiar with its activities. Also, it helps my personal and career development. The opportunities opened the way for me to grow and to choose the right career path ahead.

I would appreciate having an opportunity to discuss the position in the weeks to come. I have attached my resume and other requirements for your perusal. You can contact me anytime using the contact details indicated for additional concerns about the application. Thank you very much for your time and consideration.

Sincerely,

  
WELLA MARIE D. ALACIO