

February 2, 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 2nd semester AY: 2022-2023 at the Department of Business and Management, Visayas State University with regards to your post at 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 Statistics subject courses for five consecutive semesters starting the 1st Semester of AY: 2020-2021. I may not have experience teaching Management courses but 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 teach effectively the 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.

Sincerely,



MERALYN R. LEBANTE