

July 29, 2021

VIRGELIO M. ALAO

Department Head
Department of Statistics
Visayas State University
ViSCA, Baybay City, Leyte

Dear Sir Alao,

Greetings!

With my teaching experience as part-time instructor at the Department of Statistics last 2 semesters, AY: 2020-2021, I am writing to apply to the Instructor position for the 1st semester AY: 2021-2022 at the Department of Statistics, Visayas State University with regards to your post at jobs.vsu.edu.ph. I have a degree of Bachelor of Science in Statistics and presently studying in the same institution for my master's degree in Management major in 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.

With my educational background and experiences, I am confident to take on the challenges that teaching offers. With my knowledge and skills in the field of Statistics, I believe that I can provide information and teach effectively the students especially in the application and significance of Statistics. 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 Statistics 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@gmail.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'MR. LEBANTE', with a large, stylized circular flourish to the left.

MERALYN R. LEBANTE