

February 24, 2022

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Please consider me an applicant for the position of utility worker at the VSU Integrated High School. I have been serving VSU Integrated High School since 2017 doing various functions as carpenter, welder, painter, among others.

Before I was assigned at the VSU Integrated High School, I was a carpenter at PPO from April 1, 2015 until December 13, 2015.

Aside from being able to do the usual functions of a utility man, I am a skilled worker as can be seen in my current and previous work assignments. I can also deal with diverse type of people. Aside from that, I am hardworking, honest and can deal pressure calmly. I am eager to learn and willing to be trained.

I can be reached via my cell phone 09058621305. Thank you for your time and consideration. I look forward to be speaking with you about this employment opportunity.

Thank you.

Very truly yours,

DANILO V. SERATO

Applicant