

November 21, 2023

VICENTE A. GILOS

Chief Librarian
University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte

Dear **Sir GILOS**,

I would like to express my interest to apply for the position of Administrative Aide I in your department.

I am currently employed as a laborer at the Department of Forestry under the supervision of Mr. Anatolio N. Polinar. I wanted to venture into a new task so I decided to apply for the position to become part of your department to grow more and learn new things and also be able to contribute to the success of the college.

I am a hardworking person. I can work under pressure and less supervision, so it will not be a headache if you will give this opportunity.

Further examples of my skills and achievements are outlined on my Personal Data Sheet. I will grab every opportunity to learn more.

I can be reached anytime via email at aljunmodina@gmail.com or my cellphone number: +639 12-581-3830.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Very respectfully yours,

ALJUN D. MODINA