

March 16, 2021

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Dear Dr. Tulin;

I am writing this letter to send my intentions to apply for the Admin Aide I position (Utility/Messenger).

I have had great experience with my previous jobs and I firmly believe that I am perfect for the position I am applying for. Currently, I am working as a Laboratory Aide at the Department of Statistics and functions as a utility/messenger at the same time since the department does not have a utility/messenger.

I am a committed and motivated individual with a broad range of skills which includes **electrical wiring installation, welding, plumbing, carpentry, painter, masonry, and computer servicing**. I will also include that I am a certified "plantito" which will certainly be useful in improving the landscape of the office I will be assigned in.

I can be reached through my cellphone number, 0953-3505-368. Thank you for your time and consideration.

Respectfully yours,

  
**Francis D. Espina**

Applicant