

15 October 2021

Honey Sofia V. Colis
OIC Director, ODHRM
VSU, Baybay City, Leyte

Dear Ma'am:

I have the honor to apply for a Utility worker position or any position that fits my qualification at Visayas State University. I am a graduate of Bachelor of Science in Criminology at Sto. Niño College of Ormoc last March 2014. I believe I can share the knowledge and skills that I have learned to maintain the cleanliness, orderliness and safeguarding all the properties that belongs to our assigned office and I also believed that being near from my place of residence is an advantage in the performance of my duties and responsibilities.

I am willing to come for an interview at your most convenient time
Attached herewith is my resume and other personal circumstances for your personal

I am looking forward for your kind consideration on this regard.

Very truly yours,

Christian B. Pernito
Applicant