

March 5, 2022

Head of Security  
OUDRRM  
Visayas State University  
BAYBAY CITY, LEYTE

To Sir/ Ma'am,

I learned that there is an open position of Security Guard I on this prestigious company. Hence, I am signifying my interest to apply for the said position. I am Mr. Ariel L. Arga residing at Brgy. Sto. Rosario Baybay City, Leyte. I am an undergraduate of Bachelor of Science in Criminology.

My current employment in the OUDRRM Visayas State University as Security Guard JO Status, I almost 16 years in Security Profession and I want to enhanced my knowledge and skills which I believe will make me an asset to the office. I finished training of Certified Security Professional last October 19, 2012.

If I given a chance, I would like to use all my knowledge and skills in helping the institution to attain its goal and objective. Moreover, I am also very willing to learn other knowledge and skills which I do not possess yet but the institution deem necessary.

Thank you so much and I am looking forward to your favorable reply.

Respectfully yours,

**ARIEL LABIRAN ARG**

Applicant  
09050286991