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CHARIS B. LIMBO - RIVERA

Head
Institute of Human Kinetics
Visayas State University
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**
Director, ODHRM

DR. DANIEL LESLIE S. TAN
Vice President for Administration and Finance

Dear Ma'am:

Warm greetings!

As a part-time service crew in one of the catering services here at Baybay City, Leyte, I was thrilled to be informed that VSU is hiring an Administrative Aide III or as a utility worker in the Institute of Human Kinetics. I was once a student at the university but due to financial problems, wasn't able to finish my study.

With over five years of experience in the catering service, and almost two years' crew in a restaurant, I am very well engaged with different types of customers, visitors, clients, of different ages, gender, and personalities.

Currently, in my job here at the catering service, it is hard to keep up with our financial needs as I am the breadwinner of the family and catering is not an everyday job since only few are selected in the crew to work most especially if there's only a limited number of request – it's already a blessing when there are almost and more than ten requests for catering.

I'm open to the job as a utility worker as I am well-flexible to do any tasks you will assign to me and I can socially work with anybody. Unfortunately, I cannot attach a photo of my diploma as an

elementary graduate, as an attachment in the job portal because I may have submitted it during my application for ALS, instead I will attach my diploma of the ALS.

I will look forward to hear a notification about my application. I am available for call anytime this coming days, and if I cannot answer your call because I maybe at the catering service working, please do not hesitate to leave a message in my contact number or email address provided at the top.

Sincerely,

Arce Rino