

November 17,2023

DANIEL LESLIE S. TAN

OIC - VSU President

Visayas State University

Thru:

JOEL Q. MABALHIN

Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

Dear sir/ma'am,

I have seen in your advertisement that there is hiring for the position of **ADMINISTRATIVE AIDE I POSITION**(permanent).It is, in this regard, I would like to express my interest to apply. I am JOHN WILFRED G. GONZAGA 35 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as a **LABORATORY AIDE/UTILITY MESSENGER**. I have Attached here with is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

Respectfully yours,

JOHN WILFRED G. GONZAGA