

September 30, 2020

DR. REMBERTO A. PATINDOL
VP for Administration and Finance
Chair, NAPB
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Salas,

I am writing to you regarding the job hiring for Utility worker position that is available in your department. I am currently working as a utility/messenger at the Department of Horticulture. If given the opportunity to be a part of your force, you can count on my commitment and willingness to impart the knowledge I have acquired. Moreover, rest assured I am very much willing to work overtime and I can work under pressure

Please see my Curriculum vitae attached for additional information. Thank you for your kind consideration in reading these and please feel free to contact me anytime through cellphone number : 09501819559 or email: rodel.nayre28@gmail.com regarding my application.

Thank you for taking time to review my application and I look forward in hearing from you.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Rodel A. Nayre', with a stylized flourish at the end.

Rodel A. Nayre