

May 20, 2022

DR. JULIUS V. ABELA

Head

Office of the University Disaster & Risk Reduction Management

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Abela,

Good day!

I am writing to apply for a Security Guard position where I can apply my expertise and abilities with dedication and hard work. I have read from your website that you are looking for qualified candidates for this position. I was very excited to hear about this privilege and eager to demonstrate my knowledge and necessary skills.

I have completed my Pre-Licensing Training Course in March 2021 and passed the General Knowledge Examination for Pre-Licensing Training course. I also completed the Basic Firing Proficiency through PCJ Security Training Academy, INC in July 2021. As an aspiring security guard, I am confident in providing security to the university's premises and people. As needed, I can offer other basic public assistance, as well as security and public safety patrol responsibilities within the assigned area.

I work as a security guard at Metro Gaisano in Baybay City, Leyte, where I am responsible for monitoring, maintaining, and assuring the safety of customers and the store's premises. My training and experiences have shaped me to be holistically prepared to safeguard people and property. Likewise, I believe that my knowledge, skills, as well as values for work and with people are essential in achieving the institution's intended goals.

With a strong interest in this position, I am convinced that I could contribute to everyone's development and I am eager to go beyond what I can provide.

I am looking forward to discuss my interest in this opportunity. Thank you so much for considering my application.

Sincerely yours,



Joel John S. Valenzona

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