

Christian Y. Nayre

Hipusngo, Baybay City, Leyte

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November 18, 2025

HRMDO Office

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Honey Sofia V. Colis,

Thru: Engr. Marlon G. Burlas

General Services Office - Director

Good day, Ma'am!

I am writing to apply for a position in the Auto Electrician of your department. I am an experienced automotive electrician of 25 years of hands-on work and electrical installation.

With strong background in electrical systems, I am confident in my ability to contribute to your team by delivering safe, efficient and quality service. I am hardworking, dependable, and committed to doing my job well.

I look forward to the opportunity to be part of your team. Thank you for considering my application.

Respectfully,

Christian Nayre