

June 16, 2023

Vicente A. Gilos
Chief Librarian
University Learning Commons (Library)
Visayas State University
Visca, Baybay City, Leyte

Dear Sir,

Please accept my application as an expression of my interest in the Utility Worker position. I am certain that I am not only an ideal candidate for the role, but I am also confident that I would make a valuable contribution to the whole institution.

I am certain that I have all I need to perform well for your office based on my five years of work experience in a variety of positions. I believe my experience has solidified the skills and abilities I need to help the whole institution achieve its goals.

Aside from my work experience, I am mentally and physically healthy, which would be very helpful to perform my duties and responsibilities as a utility worker. I am very willing to come for an interview at your most convenient time.

Sincerely yours,
Marck B. Palconit