

January 9, 2024

Daniel Leslie S. Tan  
Vice-President for Administration and Finance  
Visayas State University ( VSU )  
Baybay City, Leyte

Thru:  
Honey Sofia V. Colis  
Director HRMO  
Visayas State University ( VSU )  
Baybay City, Leyte

Dear Mr. Tan,

I believe a good driver goes the extra mile to ensure safety, reduce cost and save time, with a proven record of accomplishing all three. I'm applying for the Driver Position at your University. Bringing more than eight years of experience, attached with this letter is the photocopy of my Driver's License proving a clean driving record, and I'm confident that I'm a great candidate for the job.

In my two years as a Century Sales Agent and six years as a Medical Marketing Representative/Driver in Region 8, I have performed daily deliveries without incident, receiving praise for timely delivery, safe driving, and efficient route planning. I've also garnered overwhelmingly positive customer feedback, which generated more revenue for the company. Since becoming a driver, I've continuously shown a safety-first personality, punctuality, and the ability to reduce expenses.

I'm thrilled at the prospect of joining the University driver's team, and I look forward to meeting you in person to discuss the opportunity. You may reach me at this number 09663022431 or via email [orville050985@gmail.com](mailto:orville050985@gmail.com). Thank you for your time and consideration.

Sincerely,



Orville B. Sabando