

09 July 2024

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. ELWIN JAY V. YU**
VP for Administration and Finance

Dear Dr. Yepes

I am writing to express my strong interest in the vacant permanent position of Carpenter General Foreman that was recently posted. My name is Mr. Lucio C. Pole, Jr., and I reside in Baybay City, Leyte. I am currently employed at Visayas State University, Visca, Baybay City, Leyte, as a casual employee in the Physical Plant Office (PPO) as a Construction and Maintenance Foreman.

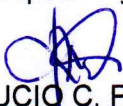
While my current role is as a casual employee, I believe that my experience as a Construction and Maintenance Foreman adequately qualifies me for the permanent position of Carpenter General Foreman. I am confident that my skills and experience make me a suitable candidate for this role.

I am eager to continue contributing to the field of construction and maintenance, and I am enthusiastic about the prospect of a more stable and permanent employment opportunity.

Please feel free to contact me at +63 970 023 1979. I am looking forward to a favorable response regarding my application.

Thank you for your time and consideration.

Respectfully yours,


LUCIO C. POLE, JR.
Applicant