

Tommy B. Valenzona
Purok 5, Brgy. Gabas
Baybay City, Leyte 6521
tommy.valenzona30@gmail.com
+6399922601092
November 20, 2023

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

Dear Mr. Gilos,

I am writing to express my strong interest in applying as a utility worker opened under your office, as advertised on VSU Jobs (jobs.vsu.edu.ph), with my background in messengerial services and utility services. I believe I am an excellent candidate for this position and would be an asset to your department.

My background includes overseeing all aspects of utility and facility systems, such as plumbing and electrical system management, facility cleaning, and grounds maintenance. From performing day-to-day operational responsibilities to replacing system parts and equipment, I excel at assessing user needs, implementing system improvements, and operating various vehicles and equipment to get the job done efficiently and expeditiously.

I believe this position would provide an excellent opportunity to further my chosen career. My willingness to work hard and build my skill base will make me a good candidate.

I have attached all my certificates and work experience letter along with a resume. Please don't hesitate to contact me with questions or queries. I am hoping for your favorable consideration.

Sincerely,

Tommy B. Valenzona