

EMMANUEL P. LESIDAN  
MARCOS BAYBAY CITY LEYTE  
6521

November 17, 2023

DEAR HONEY SOFIA V. COLIS  
Director, HRMO  
VSU, BAYBAY CITY, LEYTE

I'm writing to express my interest in the position of Administrative Aide I at Visayas State University main campus. I've read the posting for this job in the VSU HRIS. I believe my knowledge, skills, attitudes and qualifications make me an ideal fit for this job.

I am a TESDA SMAW NC II (process renewal) and Machining NCII. I consider myself an asset to help Visayas State University implement all established standards of service delivery for customer satisfaction so that VSU will be more conducive to standard learning, research and extension program.

I'm applying for this position so that my knowledge skills and attitudes gained during my studies in college and work abroad would be in great use for the benefits of this institution and my family as well.

Sincerely,  
EMMANUEL P. LESIDAN