

Brgy. Pangasugan  
Baybay City, Leyte  
9 October 2023

**Dr. Charis B. Limbo-Rivera**

Head  
Institute of Human Kinetics  
Visca, Baybay City, Leyte

Dear Dr. Rivera:

Greetings!

I have read from social media that you are looking for an Administrative Aide III in the Institute of Human Kinetics. Please consider this letter as an application for the said vacant position.

I am college level here in Visayas State University. I have experienced working as a heavy equipment operator for more than 7 years at VSU-HELV MU before I was transferred to the Department of Pure and Applied Chemistry (DoPAC) and worked as a utility worker for more than a year. Presently, I am connected at Agricultural Training Institute (ATI-RTC VIII) as utility worker with contract of service status. I am hard working, willing to work overtime and able to complete my job with limited supervision. With my knowledge and worked experiences, I can say that I am fit for the position.

If given the chance to work with you, you can count on my dedication and loyalty to VSU. Attached herewith is my personal data sheet (PDS), resume, certificate of trainings and diploma for the evaluation of my qualifications.

I am willing to come for an interview at your most convenient time.

Thank you and God bless!

Respectfully yours,

**JOBERT L. CABALLERO**  
Applicant