

CRISTIAN A. SANTOS

Brgy. Sto. Rosario, Baybay City, Leyte

February 24, 2022

Visayas State University

Visca, Baybay City, Leyte

Through: **MARIO LILIO P. VALENZONA**

Director

Office of the Director for Physical Plant

Visayas State University

Visca, Baybay City, Leyte

R E : Application for Administrative Aid I position (Permanent – Utility Worker I)

Dear *Engr. Valenzona*,

I would like to apply for Utility worker role within your Office under the company, Visayas State University

I am currently working for J&T Express as a Sprinter/Delivery rider. In my current and previous position I deliver first class customer service dealing with all aspects of service-related customer queries. I have worked effectively as a valuable team member, contributing significantly towards targets to consistently meet team objectives.

I believe this position would provide a great opportunity to further my chosen career. My willingness to work hard and build my skill base will make a good candidate for the job.

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.

Thank you.

Truly yours.

Christian A. Santos

Applicant