

CRISTIAN A. SANTOS

Brgy. Sto. Rosario, Baybay City, Leyte

June 14, 2023

Visayas State University

Visca, Baybay City, Leyte

Through: **JOEL Q. MABALHIN**

Head

Department of Teacher Education

Visayas State University

Visca, Baybay City, Leyte

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

Dear ***Ms. Mabalhin***,

I would like to apply for the permanent position as a Utility worker currently opened under your office.

I am currently working as a Job Order employee in the Supply Property Management Office as a warehouse keeper and delivery man/driver. 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