

January 11, 2024

Dr. Daniel Leslie Tan
OIC-President, VSU
Baybay City, Leyte

Thru: Ms. Honey Sofia Colis
Head, HRMDO
Visayas State University

Dear Sir,

I am writing to express my interest in the Driver II position which highly fits my qualification. With a strong background in driving, messengerial, customer service, I am confident in my ability to contribute effectively to your team.

I hold a degree in Animal Science from Visayas State University, where I developed a solid foundation in animal care and interpersonal skills. During my time at my previous employers, I successfully kept my functions and tasks with the best of my ability. This experience has equipped me with excellent interpersonal skills and customer related skills and the ability to easily adjust to my working environment while having resiliency and initiative at work.

As to the position of Driver II, I believe that I am qualified to as I am NC II holder, been driving 30 years now to License Code 1,2, and 3.

One of my key strengths is my initiative and passionate in the tasks assigned to em, which I believe would be an asset in the customer service role. I am particularly drawn to your company's commitment to provide the best customer service to your customers nd clientele.

I am impressed by the dynamic work environment at this prestigious university and the opportunity it presents for professional growth. I am confident that my skills and experiences make me a perfect fit for this position.

Enclosed is my resume that further outlines my qualifications. I would welcome the opportunity to discuss how my skills and experiences align with your company's needs in more detail. Thank you for considering my application. I look forward to the possibility of an interview.

Sincerely,

JOE SIAREZ