

Brgy. Pangasugan  
Baybay City, Leyte  
13 June 2022

**DR. EDGARDO E. TULIN**

President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **HONEY SOFIA V. COLIS**  
OIC-Director, ODHRM  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin:**

Good day!

I have read from the Visayas State University Facebook Page that you are looking for candidates for the position of Administrative Aide I. Please consider this letter as an application for the said vacant position.

I am a graduate of Baybay National High School. I have also satisfactorily completed the program in Shielded Metal Arc Welding (SMAW) NC II of Technical Education and Skills Development Authority last October 20, 2013 at Visayas State University – Main Campus. I experienced working at HANJIN HEAVY INDUSTRIES AND CONSTRUCTIONS CO. LTD (HHIC-Phil. Subic Shipyard) under REDO-I for more than a year holding a regular appointment with the position title of FCAW (Q2) WELDER, and assigned at the ASSEMBLY PART department. As of now, I'm working at National Abaca Research Center as a Welder with Job Order Status. My worked experience coupled with academic knowledge has helped me become self-reliant and flexible in complying whatever assignments/jobs entrusted with me.

If given the chance to work with you, you can count on my dedication, dependability and willingness to learn and understand more of the possible nature of the job and responsibilities. Attached herewith are my personal data sheet, photocopy of my NC II certification from TESDA, certificates and photocopy of my high school 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!

Truly yours,

  
**JOHN ALEXIS S. LAPARA**  
Applicant