

February 24, 2022

SHALOM GRACE C. SUGANO

Principal

VSU Integrated High School

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Sugano:

Good Day!

I am sending this letter to your good office to express my interest in the position of utility worker. The role is very appealing to me, and I believe I have the necessary skills and abilities for this field. I am organized, resourceful, personable and capable of dealing with different kinds of persons with different personalities.

I graduated Bachelor of Science in Agriculture major in Plant Protection from Visayas State University, Visca, Baybay City, Leyte, in 2018. Your Office offers a field in which I would like to pursue a career. I am very eager to become a part of an outstanding team like yours.

I shall be very glad to come for an interview at your most convenient time. You can email me at friedelyn.cornites@gmail.com or through this number 09380041205. Thank you very much and more power.

Very truly yours,

FRIEDELYN D. CORNITES