

22 May 2023

EGARDO E. TULIN

President

Visayas State University

Visca Baybay City, Leyte

Thru: HONEY SOFIA V. COLIS
OIC-Director, ODHRM
Visayas State University


Sir:

I am writing this letter to your good office to express to you my sincere desire to apply for the vacancy of Security Guard I casual position in this situation. I am Kristoffer V. Padilla, a security guard of this institution under the supervision of Dr. Julius V. Abela, Head of University Disaster Risk-Reduction & Management, Safety & Security Office.

During my current role I have mainly dealt with public and have proved that I am able to remain calm and communicate well in difficult or heated situations. Also I have worked already in various environments including adverse outdoor conditions such as cold, rain and heat.

I would be delighted to have the opportunity to meet with you to discuss the role and my work history further and hope that having considered my PDS and other pertinent documents attached here you'll find me a suitable candidate for the position. I am available for interview at any time and I look forward to hearing from you in due course.

Yours Sincerely,



KRISTOFFER V. PADILLA
Security Guard/ Applicant