

October 10, 2023

CHARIS B. LIMBO - RIVERA

Head
Institute of Human Kinetics
Visayas State University
Visca, Baybay City, Leyte

Subject: Application for Administrative Aide III Position (Utility Worker II)

Dear Ma'am Rivera,

I wish to apply for Administrative Aide III Position (Utility Worker II) or any position commensurate with my qualification. I am Sherwin Gerilla Grado, a Bachelor of Science in Criminology graduate at Holy Spirit College Foundation in Tacloban City, Leyte.

According to the job description, you're looking for candidates that exhibit professionalism and honesty, adhere to VSU's service level agreements or standards of delivery, have strong communication skills, and engage with co-workers in an effective manner. I believe I am centred on relationships, professionalism, and functional abilities as they apply to criminology graduates. Additionally, during my education, I was able to manage all types of individuals during my days of on-the-job training when I was hired at Tacloban City's Police Station II. I am certain that I will work as a Utility worker at Visayas State University Baybay Main Campus with the same zeal and tenacity.

If given a chance, I am willing and ready to report for an interview at your convenient time. You may contact with my mobile number **09309043855**.

Thank you very much and more power and blessings to come.

Sincerely,

SHERWIN G. GRADO

0930-904-3855
gradosherwin96@gmail.com