

January 15, 2024

REYMON PONCE

Sto. Rosario Street
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ENGR. MARLON G. BURLAS

Head, HELVMU
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I would like to express my interest in applying for Driving position in your good office. I studied driving NCII in Baybay City Tech-Voc Training Center last year August 2023. I learned a lot from this area specially in servicing and maintenance of vehicle. I am a responsible driver and looking forward to this opportunities. What I would bring to this position includes my integrity, hard work, energetic, Industrious and diligent that brings a positive vibes to workplace.

If I have given a chance to work in this institution, I will assure you that I will give my best to perform my duties and responsibilities as a Driver. I am hoping with great anticipation to discuss with you and to hear from you at your earliest convenience.

Thank you for your time and consideration. God bless and warm regards!

Respectfully,

REYMON PONCE

Applicant

