

Pasa, Chryssar Ray B.
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JULIUS V. ABELA
Head
University Disaster Risk Reduction and Management, Safety and Security Office
Visayas State University
Visca, Baybay City, Leyte

Dear Sir Julius:

Greetings!

I heard that your office is in need of a Administrative Aide III (Casual) Position. Please consider me an applicant for the said position.

I am Mr. Chryssar Ray B. Pasa, a mechanical engineer graduated at VSU main campus. I am confident that my skills and experiences from my studies and internship at Philphos in Isabel, Leyte could make a great contribution in your organization. I attended a seminar for safety officers I am diligent, honest, and hardworking as well as willing to work beyond office hours as the need arises. In line with this, I would be glad to meet with you in an interview at your most convenient time and date. Attached are related application documents for your perusal.

Hoping for your kind and favorable considerable on this regard.

Thank you very much.

Sincerely,


CHRYSSAR RAY B. PASA
Applicant