

September 25,2020

**EDGARDO E. TULIN
VSU PRESIDENT**

**THRU: DR. LOURDES B. CANO
HEAD of ODAHRD**

Dear Maam,

I have seen in your advertisement that there is hiring for the position Administrative Aide. It is in this regard, that I would like to express my interest to apply. I am Lemuel T. Llano, 32 years of age, married and a resident of Brgy. Pangasugan Baybay City Leyte. I am currently connected at the college of nursing as **Utility/Lab Aide Worker**. I have been in college for **10 years now**. I am willing to be train and learn how to work.

Attached here with is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

Thanks and God bless.

Respectfully yours,

Lemuel T. Llano



LEMUEL T. LLANO

Email add : llanolemuel@ymail.com

Mobile No. 09465362157

OBJECTIVE : To find a job so that i could help the economic condition of my family.

PERSONAL INFORMATION

Address : Pangasugan Baybay City Leyte

Birth Date : June 9, 1988

Nationality : Filipino

Gender : Male

Status : Married

Number of children : 2

EDUCATION :

Bachelor of Science in Forestry

Visayas State University

Visca, Baybay City, Leyte

Undergraduate

Secondary Education

Bunga National High School
Bunga, Baybay City, Leyte

Primary & Elementary Education

Pangasugan Elementary School
Pangasugan, Baybay City, Leyte

RELATED SKILLS:

- Driving
- Welding
- Machine Operator

TRAININGS:

- Basic Life Support
- Gender Sensitivity Training and Anti Sexual Harassment Orientation
- Utility Workers and Messenger Training
- ROTC Summer Camp Training

EXTRA CURRICULAR ACTIVITIES

- Youth For Christ (YFC Member)
- Reserve Officer Training Center (ROTC)
- Guardians Brotherhood Inc. (GBI Officer)
- VSU Emergency Response Team (Fire Fighter Member)

WORK EXPERIENCE:

- Lai Tsai Restaurant (Service Crew)
- VSU Utility/Messenger/Lab Aide(Up to Present)

REFERENCES:

°Dr. Joel Rey U. Acob

°Hon. Dexter S. Magan(Brgy. Chairman)