

January 3, 2023

**Dr. Daniel Leslie S. Tan**

Chairman, Non-Academic Personnel Board and  
Vice President for Administration and Finance  
Visayas State University

Dear **Dr. Tan**,

Greetings!

I'm Jeric N. Lumanta, and I'm writing to you to express my interest in any open positions at Visayas State University (VSU).

I come with a great attitude, and I am a hardworking individual. I have eight years of total work experience in this institution at the Supply and Property Management Office (SPMO). I will ensure that I live up to your expectations and won't let you down. Let me assure you that you won't regret hiring me.

I have attached my updated resume for your perusal.

I hope to hear from you soon. If you have any questions or queries, then please call me at 09639629786 or write to me at [jeric.lumanta2023@gmail.com](mailto:jeric.lumanta2023@gmail.com).

Thank you and God Bless.

Respectfully yours,



Jeric N. Lumanta  
Applicant