

October 18, 2021

OFFICE OF THE DIRECTOR OF THE
HUMAN RESOURCE MANAGEMENT

Visca, Baybay City, Leyte

Dear Ma'am/Sir:

Good day!

I am applying as a Welder in your office, which was advertised from the jobs.vsu.edu.ph in the Visayas State University official website and from the jobs offer, this position seems to fit very well with my education and interest.

According to the advertisement, you are looking for a skilled Welder and has an experience. I graduated and received an NC II in this field that can probably help me with the work I am applying for. I also have an experience on working in this field. I may have still have lapses on my previous work experience but right now, I am more eager to learn and what I can contribute more to your office.

My background and goals seem to fit and match in your requirements well. I feel confident and qualified that I can perform the job effectively. I am excited about the idea of working in this prestigious university for having dynamic with very effective core values.

After receiving my resume and other information I attached, hopefully I will become part of the team. It will be very helpful to me.

Thank you for your time and I look forward to hearing from you soon.

Very respectfully yours,



ROMER C. PIEDRAVERDE