

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Visca, Baybay City, Leyte

Thru: **Honey Sofia V. Colis**  
Director, ODHRM

**Dear Sir;**

I am writing to apply for the Security Officer I permanent position of the University. I am Jonathan V. Jumamoy, a graduate of BS Criminology and has been employed with the University as Security Guard for almost four (4) years. Before I entered the University, I have been employed in various Banks as security guard also.

I believe that my educational background, trainings, and experience honed my crisis management and investigative capabilities, developing and putting into practice the skills required as an effective and efficient security personnel in the University.

I look forward to be interviewed and discuss the details of my application on this great career opportunity. I can be contacted at 09632656224.

Thank you very much.

Sincerely yours,

**Jonathan V. Jumamoy**  
Applicant