

February 12, 2024

**JULIUS V. ABELA**

Head

University Disaster Risk Reduction and Management, Safety and Security Office

Visayas State University

Visca, Baybay City, Leyte

**Dear Dr. Abela:**

I learned from [jobs.vsu.edu.ph](http://jobs.vsu.edu.ph) that the University Disaster Risk Reduction and Management, Safety and Security Office is in need of an Administrative Aide.

I graduated at the University of Mindanao Tagum College last April 2004 with the degree of Bachelor of Science in Criminology.

I am patient, hardworking, and honest and most of all willing to learn whatever tasks you may entrust me. I have been working as utility worker at VSU hospital since March 2022 up to present.

Attached hereto are my transcript of records and curriculum vitae for your perusal. I am very willing to come in your office for an interview at your most convenient time.

If this letter merits your favorable decision, I can be reached through my cellphone number

09533502893

Respectfully yours,



**LUCIANO R. JACOBE JR.**