

December 5, 2023

**Dr. DANIEL LESLIE S. TAN**

OIC- President

Visayas State University

Sir:

Greetings!

With my skills in Driving and Electrical Transmission installation and repair, I am proud to be a member of your force to support the Power Plant and Electrical Services of the Visayas State University. Kindly consider me as an applicant as Driver or Heavy Equipment Operator position that was posted this month. I got my bachelor degree major in Marine Transportation of Palompon Institute of Technology last 1998.

I have also my professional driver license with 1 and 2 restriction issue at LTO Baybay City, Leyte valid until 2024.

Attached here with my credentials for your references with my regards to my experiences and achievements. I am glad to meet you for an interview in your most desired time.

Thank you and God Bless!

Very truly yours,

  
**RUEL B. CALIPAYAN**  
Applicant