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June 18, 2025

TEOFANES A. PATINDOL

Director
Institute of Tropical Ecology and Environmental Science
Visayas State University
Visca, Baybay City, Leyte

Dear DR. PATINDOL

Good day!

I am writing to express my interest in the position of **Administrative Aide I (Utility Worker)** in your office. With hands-on experience in general labor and administrative support, I am confident that I can contribute to the daily operations and overall efficiency of your team.

I have worked for three years as a **Laborer** at **RCTC**, where I performed various maintenance and manual tasks that required physical endurance, reliability, and a strong work ethic. Currently, I am employed as a **Laboratory Aide** at **DPBG**, where I assist in organizing materials, maintaining cleanliness, and supporting basic administrative duties. These experiences have equipped me with practical skills, attention to detail, and the ability to follow instructions effectively.

I am eager to bring my sense of responsibility, dedication, and willingness to learn to your institution. I am confident that my background in utility and support work will allow me to fulfill the duties of the Administrative Aide I position with competence and integrity.

Attached herewith are my résumé and supporting documents for your review. I am hoping for the opportunity to further discuss how I can be of service to your office.

Thank you for your time and consideration. I look forward to the possibility of working with you.

Respectfully yours,

KEITH ANDREW B. GURIL