

March 13, 2021

**DR. EDGARDO E. TULIN
VSU PRESIDENT**

**THRU: DR. LOURDES B. CANO
HEAD of ODAHRD**

Dear Maam,

I have seen in your advertisement that there is hiring for the position Administrative Aide I. It is in this regard, that I would like to express my interest to apply. **I am Lemuel T. Llano**, 32 years of age, married and a resident of Brgy. Pangasugan Baybay City Leyte. I am currently connected at the college of nursing as utility worker. I have been in college for **11 years** now. I am willing to be train and learn how to work.

Attached here with is my resume for my personal background. Should there be a need for me to come for an interview, I am willing to come at your most convenient time.

Respectfully yours,

Lemuel T. Llano