

January 15, 2023

HONEY SOFIA V. COLIS

OIC Director, ODHRM

VSU, Baybay City, Leyte

Ma'am,

I have the honor to apply for the position of Administrative Aide III (Utility) that is available in University Services Health, Emergency and Rescue (USHER). I am a graduate of BS in Criminology at Sto. Niño College of Ormoc last June 2014. I believe I can share my skills that I have learned to maintain the cleanliness, orderliness and safeguarding all the properties that belongs to the laboratory or any assigned office. I also believe that being near from my place of residence is an advantage in the performance of my duties and responsibilities.

Please see my attached personal data sheet for additional information.

I can be reached anytime via E-mail at christianpernito90@gmail.com or my contact no. 09261559978.

Thank you for your time and consideration

Very Truly yours,

Christian B. Pernito