

January 11, 2024

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University  
Visca, Baybay City, Leyte

Through: **Engr. Marlon G. Burlas**  
Head, Motor Pool Services Unit

Dear **Dr. Tan**,

Good day!

I am writing to apply for the position of Driver at Visayas State University. With over 13 years of experience in driving, I am confident that I have the skills and knowledge required to excel in this role.

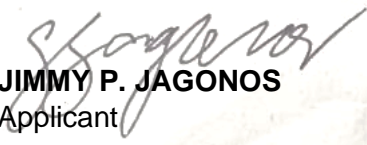
As a current driver with Agricultural Training Institute-Regional Training Center VIII or ATI-RTC VIII, I have gained many experiences which has equipped me with my skills necessary to operate a variety of vehicles. I am confident in my ability to navigate complex routes and deliver goods safely and efficiently, as well as handling emergencies and unexpected situations.

In addition to this, I am committed to providing exceptional customer service and ensuring the safety and comfort of my passengers. I am punctual, reliable and have a strong work ethic. I am willing to work flexible hours as required by the University.

I am willing to come for an interview anytime at your convenience. I am hoping that my application would be noticed.

Thank you and more power!

Respectfully yours,

  
**JIMMY P. JAGONOS**  
Applicant