

March 1, 2024

DR. DANIEL LESLIE S. TAN

President, VSU Main

DR. EDGARDO E. TULIN

Vice President for Administration and Finance

Dear Sir,

Greetings!

I saw a post on VSUHRIS that one of your Office is in need of Administrative Aide VI and Administrative Assistant II (Property Custodian) at Supply and Property Office and I am already impart my skills and knowledge to my current Office (Supply and Property Office) being one of the team

My name is Carlos M. Vega, my friends call me "Kaloy" and I prefer and love to be called that way, I am a Nautical Science graduate (please see attached resume) and eventually, after graduating, I became an employee of the Bright Maritime Agency in Manila in 20xx

After my employment as a sea worker of Bright Maritime Agency, I become a co-owner/ shareholder of the now defunct Bydesigns Trading in Baybay City, Leyte (please see attached resume) where I also headed the financial/marketing aspect of the said establishment, and latest job as an Administrative Aide III as Clerk and taking incharge in preparing of Inspection and Acceptance Report (IAR) at Supply and Property Office here in VSU Main Campus.

Based on the knowledge I accumulated and the skills I've honed in my long employment experience, I'm certain that I could greatly contribute to whatever undertakings your office may venture into and, thus, contribute to its further development in the future.

Attached with this letter is my resume for your perusal. I am sure it will give you enough bases as to what type of job in your office I am most suited with.

I am willing to undergo an interview at your most favorable time and place.
Thank you for considering my application.

Good day and more power.

Respectfully yours,

CARLOS M. VEGA