

June 17, 2025

TEOFANES A. PATINDOL

Director

Institute of Tropical Ecology and Environmental Science

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Patindol:

I learned from jobs.vsu.edu.ph that your Office is in need of an Administrative Aide.

I graduated at the University of Mindanao Tagum College last April 2004 with the degree of Bachelor of Science in Criminology.

I am patient, hardworking, and honest and most of all willing to learn whatever tasks you may entrust me. I have been working as utility worker at VSU hospital since March 2022 up to present.

Attached hereto are my transcript of records and curriculum vitae for your perusal. I am very willing to come in your office for an interview at your most convenient time.

If this letter merits your favorable decision, I can be reached through my cellphone number
09533502893

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Luciano R. Jacobe Jr.', with a stylized flourish at the end.

LUCIANO R. JACOB JR.