

**April 11,2023**

**Edgardo E. Tulin**  
VSU President  
Visayas State University

**Thru:**

**HONEY SOFIA V. COLIS**  
**Director**  
**Office of the Director for Human Resource**  
**Management**  
**Visayas State University**  
**Visca, Baybay City, Leyte**

**Dear sir/ma'am,**

I have seen in your advertisement that there is hiring for the position Administrative Aide IV(Reproduction machine operator II). It is in this regard that I would like to express my interest to apply. I am John Wilfred G. Gonzaga, 34 years of age, a resident of Brgy. Patag Baybay City Leyte. I am currently connected at the college of nursing as a Lab Aide/utility worker. I have been in college for a year now. I was connected to the VSU Hostel for 7 years as a Room Attendant/messenger.

Attached herewith 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,**

**John Wilfred G. Gonzaga**