

May 15, 2023

DR. EDGARDO E. TULIN

President
Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin:

Good Day!


I have learned that Security Guard I position is open. In this regard, I would like to apply to the said position. I believe that when given a chance, I can be of great help in delivering excellent and adequate services offered by the university.

Being a security guard is a job I take seriously and one of which I'm well-suited. My extensive training, professional background, and dedication to the mission make me an excellent asset to the university. I've worked in a variety of security positions and I'm ready for the next challenge in my career. I'm willing to work nights, weekends, and holidays when necessary. One of the most important aspects of a good security guard is remaining calm and controlled in any situation that arises, and I have the personality and experience to follow this requirement. I consider being a security guard an important role, and I'm passionate about using my skills in the right capacity to protect people and property.

Please refer to my Personal Data Sheet (attached in this application letter) for more information regarding my qualifications and personal background. I look forward to hearing from you about this application. Please don't hesitate to contact me anytime. You can reach me at jhunicfernandez19@gmail.com or 09673123814/09121160454..

Thank you for your kind consideration.

Truly yours,


DOMINGO P. FERNANDEZ JR.
Applicant