January 22, 2021

Edgardo E. Tulin University President Visayas State University Baybay, Leyte

Sir,

Good day!

I am writing to express my interest regarding the vacant position that your school is offering.

I've been working as a security guard for almost twenty years now. And presently I was assigned at BDO UNIBANK Tacloban Branch as an OIC guard. I am a hard working person and would love to use my skills and capabilities in your school as a part of a team and I am well prepared to assist.

For additional details regarding my qualifications and expertise, please, my attached personal data sheets.

Thank you for taking the time to consider this application and I look forward to hear from you.

Sincerely yours,

Gregorio B. Sausa Jr.