

March 8, 2021

**Ms. LISA ARCE**

OIC-Director, PhilRootCrops  
VSU, Baybay City, Leyte

Dear Ms. Arce,

Good Day!

I am writing to apply a Janitorial / Utility Worker in your good office. I am Antonio E. Cativo, from Brgy. Guadalupe, Baybay City, Leyte, presently working as laborer at VSU-PhilRootcrops. As you are aware, since starting as a laborer in this institution nearly 11 years ago, I've quickly mastered the requisite skills for the role and helped our center met our goals. While I'm happy with my current position, working in other line of service would be much better for me and I am very happy to serve our department/center in the future. And I am also willing to be assign in any office/department/center in our university.

I appreciate your time and consideration and look forward to discussing this wonderful opportunity with you at your convenience. If you have other questions regarding my application you can call or text my mobile number 09983508143.

Thank you and God bless you always!

Sincerely yours,

  
ANTONIO E. CATIVO  
Applicant