

JULIUS V. ABELA

Head, OUDRRM

Visayas State University

Visca, Baybay City

Dear Sir,

I am applying for the Security Guard position. I am dependable and hardworking individual and my qualifications match the experience and skills required by this position. I have great hand-eye coordination and I can learn new jobs quickly.

I always put forth my best efforts to get the job done in a timely but efficient manner. I am in excellent physical condition with the ability to stand for long periods, perform heavy lifting and to work in all types of weather to perform the job required. I am self-motivated and have the ability to work without supervision but I can also work well as part of a team.

I am confident that I am one of the most qualified persons for this position and I am looking forward to meeting with you soon to learn more about this job and to discuss my qualifications in more details. Thank you for your time and consideration.

Respectfully,

Vince Anthony D. Escasinas