

May 22, 2022

Honey Sofia V. Colis

Director, ODHRM

Visayas State University

Visca, Baybay City, Leyte 6521-A, Philippines

odahrd@vsu.edu.ph

Dear Ms./Mrs. Colis,

I am thrilled to express my utmost interest in applying for the position of Security Officer 1 at Visayas State University–Main Campus, as advertised on your website. After reading the job description in detail, I assessed that I am the suitable candidate you are looking for. I am a graduate of a Bachelor of Science in Criminology from Southern Leyte State University. I recently acquired my license as a Registered Criminologist as well. My education in public safety skills will enable me to contribute immensely to maintaining the security and safety of the VSU campus.

As a criminologist, I have the knowledge and abilities essential to ensure and monitor public safety. I am capable of monitoring, surveillance, and patrolling procedures. I also received training in first aid, water safety, and self-defense.

I take instructions diligently, yet I can also function independently if necessary. I work well with people and will be sure to support the team's effort in implementing and overseeing the safety and security of the Visayas State University campus efficiently and effectively.

I am aware that executing the responsibilities of this job demands considerable mental and physical endurance, but I am confident in my capacity to carry out the tasks involved, which necessitate continuous visual, mental, and physical effort.

I've attached my résumé for your consideration. I am confident that I would be a valuable addition to the VSU security and safety team and would greatly appreciate having an opportunity to discuss how I can positively contribute to your respectable institution.

Thank you for your time and consideration.

Sincerely,

Deoniel M. Mamolo