

Republic of the Philippine  
Province of Leyte  
City of Baybay

Barangay Higulo-an  
City of Baybay, 6521

May 19, 2022

**DR. JULIUS V. ABELA**

HEAD

Office of the University Disaster and Risk Reduction  
Management  
Visayas State University  
Visca, Baybay City, Leyte

Sir:

Good day, I am writing to apply for the Security Guard position which I saw advertised on the Visayas State University website. I have enclosed my resume to provide a summary of my qualifications and background for your view.

I am confident that my skills and experience could make a great contribution in your firm. I am capable in developing and putting into practice the leadership skills for your open position. I have a good character demonstrated willingness to work to the position I am applying for.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

GELENIO S. ESPARTERO JR.