

August 11, 2025

**HAZELLE V. ASALDO**

Director  
VSU Manila Office  
Visayas State University  
Visca, Baybay City, Leyte

Dear Ma'am,

Warm greetings,

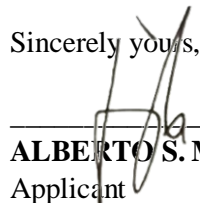
I am writing to express my interest in the Reproduction Machine Operator position at your office. With a strong background in printing services and hands-on experience in operating and maintaining reproduction equipment, I am confident in my ability to contribute effectively to your team.

In my previous role as a Printing Service Aid, I managed the reproduction of essential documents for the FCIC administration, including test papers and official materials. My experience includes operating and troubleshooting printing machines, performing book binding for academic works, and providing services such as t-shirt printing, book cover restoration, and lettering. These responsibilities have strengthened my skills in accuracy, quality control, and meeting tight deadlines while maintaining high standards.

I am dedicated, reliable, and highly attentive to detail—qualities I believe are essential for a Reproduction Machine Operator. I would welcome the opportunity to bring my skills to your institution and am available for an interview at your convenience.

You can contact me anytime at 09071151306 or send me an email at [marinayalberto635@gmail.com](mailto:marinayalberto635@gmail.com). Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely yours,



**ALBERTO S. MARINAY SR.**  
Applicant