

June 14, 2022

**DR. EDGARDO E. TULIN**  
President  
Visayas State University  
Visca, Baybay City, Leyte


Dear Sir:

Please allow me to apply for a **Utility worker** or any position that suits my qualification in your good Office.

I, **Romeo L. Gofredo**, 37 years old, presently residing at Brgy. Guadalupe, Baybay City, Leyte. I am honest and hardworking. I'm a type of a person who is flexible and responsible to all the things that I handle. I believe that my work experience and personal qualities, will qualify me well for the position. Attached is my resume for your perusal. If given an opportunity, I'm willing to be trained and use fully my knowledge. I am willing to come for an interview anytime at most convenient to you.

Thank you.

Respectfully yours,

  
ROMEO L. GOFREDO  
Applicant