

VSU, Baybay City, Leyte, 6521-A
April 22, 2025

HONEY SOFIA V. COLIS
Director, HRMO
VSU, Baybay City, Leyte

Thru: **MOISES NEIL V. SERIÑO**
VP for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte

Dear Sir!

Greetings of Peace!

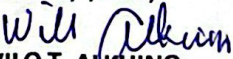
I am humbly asking for an opportunity to be considered as Administrative Assistant II (Air-conditioning technician II) here at the Visayas State University. I am an Electronics and Communication Engineering graduate. I have been working as an air-conditioning technician (maintenance) in the department of Instrumentation and Calibration Unit (ICU) here at the VSU for 10 years now.

I have participated in lots of relevant technical trainings and seminars that will surely help me fulfill the responsibilities of this newly available position. With my years of great experiences working here at the university, I am so willing and excited to continue sharing and bringing my knowledge, skills, and commitment to excellence here at the Visayas State University.

In connection with this, I am always ready to be called for an interview to show my great interest in the job.

I am hoping for your positive response. Thank you so much, and God bless!

Sincerely yours,


WILO T. ALKUINO

Applicant