

MS. HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University
Visca Baybay City Leyte

Cc:
ENGR. MARLON G. BURLAS
Head, HELVMU
Visayas State University
Visca Baybay City Leyte

January 16, 2024

Ma'am:

Greetings!

I heard from a reliable source that the office of HELVMU needs a Driver. In this connection, I would like to apply for the said position. I am Elmer G. Ciabu, 42 years old, married, and in good health.

I am a high school graduate and I am an NCII holder in Driving from TESDA. I also attended training in Preventive Maintenance Servicing with Road Safety & Defensive Driving facilitated by TESDA last Dec. 2016 in Brgy.Singalat Palayan, Nueva Ecija.

I had several experiences of being a company driver for some companies. I worked for 2 years in Citi Appliance MC Corp. Baybay Leyte, 1 year in VCY Sales in Cebu City, 1 year in DH Global Marketing Cebu City, 2 years in Muebles Italliano in Makati City and a PUV driver for 3 years in Space Jam Liner in Baybay City Leyte. As of now, I have been working as a Driver in Philippine Carabao Center (PCC) at Visayas State University for the past 7 years. I am applying for this job because I believe it will enhance my career growth and development and most especially better opportunities.

My enclosed resume provides more details on my qualifications. I will be happy to come for an interview at your convenience.

Respectfully yours,

ELMER G. CIABU
Applicant
09813456034