

May 15, 2021

The Manager
Visayas State University Baybay City, Leyte

Dear Sir/Madame:

Warm greetings!

I am writing to express my interest for any available position in your esteemed company. As a College Level and with my past experiences I was exposed to different techniques and strategies specially in dealing with people that I will be able to use for the company's best interest.

For additional details regarding my qualification and expertise, please review my attached resume.

Thank you for taking the time to consider this application and I look forward to hearing from you. God bless and more power.

Sincerely,

Mark Adam Gonzaga
Applicant