

February 22, 2022

**SHALOM GRACE C. SUGANO**

Principal  
VSU Integrated High School  
Visayas State University  
Visca, Baybay City, Leyte

Dear Maam Sugano:

I wish to apply for Administrative Aide III position in your good office. I believe that my 9 year experience as Utility/Messenger in the VSU Hospital will fit for the said position.

I am a talented person (e.g. in carpentry work) and can adapt to various situations that may occur and handle any additional assigned duties.

Thank you for your time and consideration.

Sincerely,

  
**LEODEL S. IGOT**  
Applicant