

July 4, 2022

**HONEY SOFIA V. COLIS**  
OIC DIRECTOR, ODHRM  
VSU, Baybay City, Leyte  
jobs.vsu.edu.ph

Dear Ma'am Colis,

I am interested in applying for the permanent position as an Administrative Aide III (Driver I) as posted on <http://jobs.vsu.edu.ph/>.

I am a High School Graduate from Baybay NHS year 2014. After that I look for a job and I hired as Security Guard at Queen Bee Agency for almost 5 years. I resign as Security Guard because I didn't renew my license. I also work as a Construction Worker as a labourer in a private company for 5 months. I am also a Tricycle Driver (Histoda), registered at our municipality as official tricycle driver for almost 2 years. I stop as tricycle driver because my unit (as for rent) is sold to other owner. I am currently a truck driver at a private business owner (scrap buyer). I hope that my previous work experience can suffice my qualification for the job.

Aside from that, I am willing to learn and to be train for mastering the job. I am willing to work overtime.

Considering my above qualifications, I am anticipating your most favorable action to this application. Please don't hesitate to contact me anytime. Call or text me in my mobile number +639500377024. You can also reach me via the internet. Please email me at [jasonlaguna1927@gmail.com](mailto:jasonlaguna1927@gmail.com).

Thank you very much and God Bless!

Sincerely yours,

  
**JASON L. LAGUNA**  
Applicant