

APPLICATION LETTER

April 4, 2025

MARK RYAN R. TRIPOLE

Department Head

Department of Pure and Applied Chemistry

Visayas State University

Visca, Baybay City, Leyte

Dear Sir,

I am writing to express my interest in applying for the Admin Aide I (Utility Worker I) position at the Department of Pure and Applied Chemistry. Currently, I am employed as a Job Order Utility Worker within the same department, which has given me hands-on experience and familiarity with the tasks required for this role.

Throughout my tenure, I have diligently performed various responsibilities, including maintaining cleanliness in laboratories and offices, assisting in the preparation of materials, ensuring proper waste disposal, and supporting faculty and staff in daily operations. My commitment to efficiency, organization, and workplace safety aligns well with the expectations of this position.

Working at the Department of Pure and Applied Chemistry has provided me with valuable experience and a strong understanding of the department's operational needs. I am eager to continue contributing to its success in a more stable capacity. I am confident that my dedication, work ethic, and knowledge of departmental procedures make me a strong candidate for this role.

I would greatly appreciate the opportunity to discuss how my experience and skills can be beneficial to the department. Please find my resume attached for your reference. I am looking forward to your positive response.

Thank you for considering my application.

Respectfully yours,


SEGUNDINO C. ESTRERA JR.

Applicant