

June 15, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
VSU, Visca, Baybay City, Leyte

Joel Q. Mabalhin
Head, Dept. of Teacher Education
VSU, Visca, Baybay City, Leyte

Dear Sir:

Good day!

I am writing this to express my interest for the vacant position of Administrative Aide I (Utility Worker I) of this Institution.

With my 6.8 years working experience as utility/messenger and security guard in Visayas State University. I believe I am capable to accomplish the duties required.

Attached of this letter is my Resume, certificate of employment as my reference.

Hoping this application may be given due merit and utmost consideration.

Thank you.

Very Respectfully yours,



AGA V. ALIANZA
Applicant