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VICENTE A. GILOS

Head

University Learning Commons (Library)

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am/Sir:

Warm greetings!

I was thrilled to be informed that VSU is hiring an Administrative Aide I or as a utility worker in your respective department. I was once a student in the VSU but due to financial problems, I wasn't able to finish my study.

With my experience in the catering service, I am very well engaged with different types of customers, visitors, clients, of different ages, gender, and personalities.

Currently, with my job, it is hard to keep up with our financial needs as I am the breadwinner of the family and catering is not an everyday job since only few are selected in the crew to work most especially if there's only a limited number of requests.

I'm open to the job as a utility worker as I am well-flexible to do any tasks you assigned me to and I can socially work with anybody.

I will look forward to hear a notification about my application. I am available for call anytime these coming days, and if I cannot answer your call because I maybe at the catering service working, please do not hesitate to leave a message in my contact number or email address provided at the top.

Sincerely,

Arce Rino